

CAEP
CFAD

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24 ADVANCE

CONSORTIUM APPROVED

2024-25

Fiscal Declaration - Consortium Approved

Consortium Name: 24 ADVANCE

Funding Channel: Fiscal Agent

Fiscal Agent: Lake Tahoe CCD

Narrative: As in previous years, the allocations represent full alignment to the work of our consortium. Also as in previous years, it should be noted that unlike most consortia in the system, ours has a physical presence and while housed at the college (which is also our fiscal agent and employer of record) the Consortium staff provide services on behalf of all members.

Changes: No Changes

Member Allocations

Member Name	(2024-25)	(2023-24)	(2022-23)
El Dorado Co. Office of Education	\$70,000	\$70,000	\$70,000
Lake Tahoe CCD	\$1,037,340	\$1,028,073	\$933,790
Total Allocated to Members	\$1,107,340	\$1,098,073	\$1,003,790
Total CAEP Funds	\$1,107,340	\$1,098,988	\$1,015,513
Total Remaining	\$0	\$915	\$11,723

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 *

15%

Corrective Action Fiscal Reporting Quarterly Thresholds

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

	Q1	Q2	Q3	Q4
% of Carryover Threshold	25%	20%	17%	15%

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? *

Through our regularly scheduled Consortium meetings - while only two members receive CAEP allocations, all members are encouraged to share this information so we are able to make the best informed decisions possible and leverage resources across members.

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 organization/institution is required to submit documentation designating their official (voting) member of the consortium. In some instances, an alternate is also listed but each member only receives one vote.

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

By only taking votes with all members participating - in general, these are done in meetings (zoom or in-person) but in some instances, email votes may be taken should circumstances warrant..

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

1 member = 1 vote

7. How will decisions be approved? *

by consensus

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

This has been in place since the b

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

All meetings are listed on the Consortium website and members of the public are always welcome to attend. In addition, extensive work is done to include the voice of various stakeholders, especially in our tactical and strategic planning processes.

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. *

Meetings are dually noticed and public is invited to comment either in-person or via submitted comment/question. The consortium also participates in a number of community-based forums where we regular request and receive public comment, input, and feedback.

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

They will be included in the notes of all meetings which are readily available on the consortium 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. *

See above regarding a number of public forums and community collaborations (like the Lake Tahoe Collaborative) where a wide variety of organizations meet monthly to ensure cross-organization collaboration and support.

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

We established the patten for distribution when the program moved form a "grant" to an "allocation." Given cash flow, we typically disburse member allocations in quarterly payments at the beginning of each quarter in a program year (so we "front load) to avoid any risk of delayed access to funds.

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? *

This would be determined by a vote of the consortium members. It is unlikely that a member would "leave" but should that be a request, our normal decision making processes (consensus) would apply. The same is true for any new member or dismissal.

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

25% would be considered excessive though circumstances for that would also be reviewed by the consortium (e.g., a planned hire or position refill didn't occur for any number of reasons which impacted an member's ability to spend down their allocation)

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? *

Funds not expended by the members by the end fo the program year revert to the general consortium allocation which is embedded in the allocation for LTCC (but used to provide services to, and on behalf of, all consortium members)

18. How does your consortium define member effectiveness? *

Effective outcomes in meetings their goals and the goals of their students as defined during the annual planning process.

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

Loose articles that defined the operation at the beginning of the consortium's existence. These are currently be refined and revisited as we approach the potential for consortium leadership (i.e., Director in the next 12 months)

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 structure originally outlined in the formal planning process and application remains in force. As mentioned above, this is being reviewed and refined and should result in additional documentation over the next 12 months or so.

Member Agencies

Member Agency	Member Type	Contact	Phone
Alpine County Unified	Unified School District	Frank Gerdeman	(530) 541-4660
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
<p>Frank Gerdeman Director fgerdeman@ltcc.edu (530) 541-4660</p> <p>Ken Burkhart Superintendent</p>

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Approved by Frank Gerdeman

05/03/2024 07:58 AM PDT

El Dorado Co. Office of Education - Member Representative

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Approved by Carey Buchanan

04/30/2024 10:07 AM PDT

Lake Tahoe CCD - Member Representative

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Approved by Frank Gerdeman

05/03/2024 07:59 AM PDT

Lake Tahoe Unified - Member Representative

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Approved by Frank Gerdeman

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California
Community
Colleges



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