

CAEP
CFAD

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26 Long Beach Adult Education CONSORTIUM APPROVED

2024-25

Fiscal Declaration - Consortium Approved

Consortium Name: 26 Long Beach Adult Education

Funding Channel: Direct Funded

Narrative: The Long Beach Adult Education Consortium will continue to work collaboratively to allocate funds to support educational programs for adult learners in the community. We continue to focus our e

Changes: No Changes

Member Allocations

Member Name	(2024-25)	(2023-24)	(2022-23)
Long Beach CCD	\$1,478,437	\$1,466,064	\$1,340,184
Long Beach Unified	\$1,478,437	\$1,466,065	\$1,340,185
Total Allocated to Members	\$2,956,874	\$2,932,129	\$2,680,369
Total CAEP Funds	\$2,956,874	\$2,934,573	\$2,711,671
Total Remaining	\$0	\$2,444	\$31,302

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? *

Funds are reviewed quarterly by LBAEC members and their Fiscal departments. Members jointly coordinate and discuss quarterly reports. In addition, funded activities and progress on metrics are reviewed at bimonthly public member meetings using data dashboards created for the LBAEC.

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? *

Officially designated representatives are appointed by the members leadership. In the case of LBCC it is by the Superintendent-President, and for LBSA it is by the Superintendent.

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

Voting items for the Consortium members are brought to the LBAEC meetings and are taken publicly only when both members are present and able to vote. In addition to the officially designated representative of the member, other staff and faculty from each member organization regularly attend LBAEC meetings and engage in discussing agenda items and bring new items to the meetings.

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? *

The LBAEC is one of the smallest CAEP consortia, made up of only two members. LBCC and LBSA have worked closely for a number of years and operate within the same region which has a history of collaboration such as with the Long Beach College Promise. The members have determined that consensus is the best decision-making process given the close relationship, need to work collaboratively, and small number.

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 monthly meetings are held publicly and agendas are posted publicly online in accordance with Brown Act. During meetings of the consortium, the public may contribute to discussions on proposed decisions in an informal and formal manner. Public comment is a standing agenda item where members of the public can provide written or oral comments.

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. *

Agendas are posted publicly in accordance with the Brown Act. We also post agendas and minutes publicly on the LBAEC website and the LBCC website in BoardDocs. Members of the public are made aware of proposed decisions at least one week before the meeting via the agenda packet. The agenda packet includes the meeting agenda and prior meeting's minutes; they are emailed and uploaded to the consortium website. Having access to the list of agenda items provides members of the public with adequate notice to prepare public comments on proposed decisions.

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

In accordance with Brown Act, all meeting are public and comments from members of the public are included in monthly minutes which are posted publicly online in Board Docs. The consortium agenda packet includes the previous meeting's minutes, a professional accounting of discussion topics and actions taken during the meeting. Members comments, particularly those provided during the public comment portion, are recorded in the minutes of the meeting and distributed and posted.

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. *

Such entities will include but not necessarily be limited to, local public agencies, departments, and offices, particularly those with responsibility for local public safety and social services; workforce investment boards; libraries; and community-based organizations.

All LBAEC meetings are open to community partners and we send invites and agendas in advance to our growing list of about nonprofits and public agencies throughout our region. We have regular attendance at our meetings. Introductions of new partners occur at each meeting, and every agenda includes time for partners to share updates. Partners are included in all LBAEC professional development activities, have been included formally in the three-year planning process, engage in development of marketing materials, and regularly contribute during meetings. LBAEC quarterly reporting, metric tracking, CFAD development, and three-year planning are all on the public agenda and partners are invited and encouraged to participate.

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

CFAD declarations are brought to the Consortium for review prior to submission including funding narratives and annual reports are as well and regular updates on metrics. This provides transparency and accountability on funded activities. In addition, program managers and fiscal support are experienced in grant management and ensuring funding is spent on allowable costs.

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? *

B) chosen to have funds flow directly to the member districts based upon the approved distribution schedule

15. How will members join, leave, or be dismissed from the consortium? *

Given there are only two members in in the LBAEC we work collaboratively to address issues that might rise to a dismissal. Should either member want to expand the membership, both members would discuss this and find consensus. Should consensus not be reached, support from the TAP team would be engaged as well as seeking out counsel from larger consortia in the state.

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

"Excessive" is defined as any amount over 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? *

Both members have trained Fiscal staff supporting the monitoring and administering of the CAEP funding. Each meets regularly with Fiscal staff to review expenditures and budget projections and budget reconciliation occurs monthly. Fiscal staff are responsible for tracking budget projections and actuals to ensure that funding is spent in a timely manner. Should there be unavoidable carryover, such as during the pandemic with supply chain issues, TAP and the CAEP Administrator are notified and permission for carryover is requested.

Given there are only two members that make up the Consortium, both have agreed to operate without bylaws.

18. How does your consortium define member effectiveness? *

LBAEC defines an "effective member" as one who:

- provides programs for adults in the identified programs,
- regularly attends and participates in monthly consortium meetings,
- expend funding appropriately and is on track to meet spending targets or communicates challenges in expending funding and requests additional support, and
- submits CAEP reports on time.

Members funded activities and progress on metrics are reviewed at monthly public member meetings using data dashboards created for the LBAEC. We continue to focus our efforts and resources to ensure that data collection and dashboards systems are available to all members and community partners and are utilized effectively to collect accurate data for reporting and program improvement.

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

Given there are only two members that make up the Consortium, both have agreed to operate without bylaws.

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. *

Within the LBAEC website link below, there are several documents. In addition, we’ve created several metric dashboards in Tableau to track member progress.


<https://lbadulteducation.com/>

<https://10ay.online.tableau.com/#/site/longbeachcitycollege/views/New-Summary-AdultEducationPlanProgress/AE3-YearPlan?iid=1>

Member Agencies

Member Agency	Member Type	Contact	Phone
Long Beach CCD	District	John Thompson	(562) 938-4102
Long Beach Unified	Unified School District	Nicole Lopez	

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)).

Long Beach CCD - Member Representative

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Approved by Melissa Infusino

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Approved by Nicole Lopez

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California
Community
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