

Submission of Written Expenditure Mendocino-Lake Adult and Career Education Consortium (C30)

Circumstances that have led the consortium to reach excessive thresholds:

Mendocino-Lake Adult and Career Education Consortium was formally formed in 2015-2016, and the AEBG grant funding for Mendocino College was not used until 15/16 for the first year of CAEP funding. Subsequently, we have spent the CAEP Allocation behind in arrears year after year because of this.

MCCD is the consortium's fiscal agent. CAEP allocation was given to the college to administrate and support consortium activities, including the salaries for the MLACE director and other staff. Changes in personnel fluctuated at different times during several years. Salaries and hiring of Outreach specialists and program specialists in different areas of our counties also fluctuated from paying for their salaries or then not having personnel for these positions due to high attrition rates.

During the pandemic years (2020- early part of 2022), there was reduced travel time and costs for professional development. We did not attend or coordinate any outreach events or marketing events. These further increased our carryover from the previous years.

In the chart below, we have outlined our plan to spend down our carryover for the fiscal year 2024/2025 while keeping at least 19% as carryover.

Written Expenditure Plan 24/25 for Carryover overall 32.89%

Proposed Activities	Rationale/Objectives	cost	Proposed spend down by:
3-Year Plan consultant/TE consultant	3-Year Plan /TE data	\$25,000.00	Quarter 4 24/25
HSE tutors, staff, supplies	due to increased # HSE students	\$ 121,000.00	Quarter 4 24/25
CASAS testing in all locations	To improve CAEP outcomes	\$ 10,000.00	Quarter 4 24/25
Full time admin assistant salary	Increased admin support for MLACE members	\$ 80,000.00	Quarter 4 24/25
ESL books and supplies	due inc. in ESL students in all locations	\$ 22,000.00	Quarter 4 24/25
Fiesta Days/ outreach ESL to credit classes	to increase NC students to credit students	\$ 10,000.00	Quarter 4 24/25

ELL support for CTE classes	To increase transition to Credit students	\$ 22,000.00	<i>Quarter 4</i>
<i>increase hours for specialist, test administrator, test proctor</i>	<i>testing hours to test students</i>	\$ <i>30,000.00</i>	<i>Quarter 4 24/25</i>
<i>Willits--increased hours for transition counselor</i>	<i>CAEP outcomes achievement</i>	\$ <i>5,000.00</i>	<i>Quarter 4 24/25</i>
<i>Willits--computer stations for students</i>	<i>CAEP outcomes and increase # students</i>	\$ <i>10,000.00</i>	<i>Quarter 4 24/25</i>
<i>Anderson Valley-- Certificated Instructor</i>	<i>Basic Computers class instructor needed</i>	\$ <i>10,478.00</i>	<i>Quarter 4 24/25</i>
<i>Anderson Valley-- classroom furniture</i>	<i>replacement</i>	\$ <i>8,000.00</i>	<i>Quarter 4 24/25</i>
	Total	\$ 346,478.00	
	<i>Total Excess Carryover from 3 agencies in our consortium</i>	\$ 436,687.00	
	<i>Total allowable carryover less than 20% (19%)</i>	\$ 83,209.00	

In this expenditure plan document, I have also the bylaw on agency member carryover :

MLACE Policy and Bylaw on Carryover Funds and Technical Assistance

Approved @ 4/28/2023 MLACE meeting by Consensus

In compliance with the CAEP's AB 1491, The MLACE consortium members voted to use no more than 20% as the maximum carryover threshold for each member. In addition, the steps and process for technical assistance and support for members having "excessive" (more than 20%) carryover is outlined below. The consortium members are aware that though no punitive actions will be enforced at the member level, however, at the consortium level, AB 1491 policy states that

a consortium with more than 20% carryover will be flagged by the state every fiscal year.

a. Process for technical assistance for members having excessive carryover—

- At the end of Q2 reporting (March 2024), before certifying Q2 expenses in NOVA, the fiscal agent and MLACE director will reach out to consortium members whose carryover is above the 20% threshold as determined on the NOVA reporting system.
- At the Q2 reporting period, the members with a carryover of more than 20% will inform the MLACE director if there is any forthcoming project/expenses that the funds will be used to expend the carryover. These Corrective Actions need to be entered in NOVA fiscal reporting.
- No funding will be taken from the consortium member with more than 20% carryover during the first two years.
- At the end of two years, if the consortium member is consistently having a carryover of more than 20%, the consortium member will be assigned a Program Advisory Team (PAT) who will carry out a review process and provide fiscal assistance to help spend down the carryover. See the attached document on the Program Advisory Team Process.
- *Alternatively*, at the end of the two years, the member can elect to return the carryover funds (after the two years and technical assistance) to the Consortium's one-time account. These funds may then be accessed by any consortium member through our one-time proposal fund request process, which is acted upon quarterly at consortium meetings.

b. Process of reducing member allocation if member has "excessive" carryover in two consecutive fiscal years:

- The fiscal agent and MLACE will reach out to consortium members with 21% carryover or more at end of Q2 reporting (March) beginning in 23/24.
- The member with a carryover of more than 20% will be given an opportunity to spend a down carryover for the fiscal cycle.
- If the identified member consistently has more than 20% carryover, (period of two consecutive years), that member will be given technical and fiscal assistance.
- At the third year, if the carryover is still above 20 %, the member will be placed on the PAT process after the 2 years. Alternatively, the member may be encouraged to voluntarily return carryover funds to the fiscal agent and the funds accessed by all members through the one-time request process.

MLACE Policy and Bylaws
Program Management Process
Adopted 2.10.17 Revised 12.8.17
Updated 1.11.19

Updated 4.28.2023

Program Management Process:

All on-going programs (MOE and non-MOE) will undergo a standard annual review at the November ML ACE meeting. These reviews will focus on program performance as defined by the AEBG performance outcomes:

- (A) *Improved literacy skills (ABE/ASE/ESL)*
- (B) *Completion of high school diplomas or their recognized equivalents (ABE/ASE)*
- (C) *Completion of **postsecondary** certificates, degrees, or training programs (CTE/AWD)*
- (D) *Placement into jobs (ALL)*
- (E) *Improved wages (ALL)*
- (F) *Transition into postsecondary (ABE/ASE/ESL)*

In addition, ML ACE will review:

- Enrollment
- Program Cost
- **Carryover funds (Per AB 1491 Carryover Funds)**

A program can be put into Program Management for the following reasons:

- 1) The ML ACE agency can voluntarily place a program into Program Management
- 2) The ML ACE can vote to place a program into Program Management
- 3) **The MLACE consortium can vote to place a program/agency member on PAT if a consortium member has consistently (after 2 consecutive years) has carryover funds of more than 20% .**

Program Management will consist of the following elements:

Current State: Create a snapshot of the current program based on data presented at the annual review.

Diagnosis: Research why the program is not performing

Program Revitalization Plan: If appropriate, create a set of recommended strategies to improve program performance. Recommendations would be presented no later than July 1 including any suggested funding proposals for improvement. *See Appendix A for Program Revitalization Plan Factors.*

Program Improvement: Allow agency to implement recommendations in fall semester.

Second Review: The program will undergo a second review by the ML ACE at the November meeting where it will be determined if the program will be discontinued, will remain in program management or will be taken out of program management. *See Appendix B for Criteria for Assigning Discontinuance.*

An agency will have the option to discontinue the program voluntarily at any point during the review process

If a program is discontinued, re-allocation of program funds will be voted upon by ML ACE voting members.

Program Advisory Team:

Program management will be carried out by the Program Advisory Team (PAT). The committee will consist of the project director, a representative of the Agency whose program is under review, at least 1 voting ML ACE member (or designee) from a different agency and up to two additional consortium participants. Volunteers will be solicited on an as needed basis, one team per program under review. The PAT will make recommendations to the ML ACE, but does not have the authority to make binding decisions regarding program discontinuance.

Adjustment of Member Allocation:

Under AB104 member allocations can be adjusted or reduced if any of the following occur:

- a) The member no longer wishes to provide services that address the needs identified in 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.

Appendix B:

A ML ACE majority vote to discontinue a program based on Program Advisory Team (PAT) recommendations meets criteria C as reason for allocation adjustment. Both MOE and Non-MOE funded programs can be discontinued, but overall on-going funding for individual members cannot drop below the original MOE levels.

Appendix A:

Program Revitalization Plan Factors

The PAT will consider the following when developing an Action Plan to revitalize a program:

I. Growth and Enrollment

- A. Recruitment: active outreach of target populations
- B. Cooperative ventures: Joint activities with local employers, ML ACE Agencies, and/or other partners
- C. Career and academic counseling services: appropriate use of and availability of student support services
- D. Course scheduling: analyze program offerings in terms of times of day, day of week or open-entry/ open –exit
- E. Demand for the program: analyze target population size
- F. Articulation: from K-12 or other entry points and to community college or workforce
- G. Course content: overlapping with other programs with similar content in a geographical region
- H. Class size: analyze impact of over- or under-enrollments
- I. Marketing: to target populations
- J. Staffing: requirements and/ or request

II. Retention and Completion:

- A. Faculty development in classroom techniques such as addressing alternative learning styles, student course contracts and classroom research.
- B. Curriculum analysis to ensure alignment of courses outcomes with next course entry skills in sequences.
- C. Identification of special needs of the target population that may present barriers to completion.

III. Resources and Support:

- A. Faculty and support staff are adequate in both numbers and expertise.
- B. Resources including facilities, equipment, technology, supplies and curricular/ instructional support
- C. Student support services
- D. Funding gaps that may be recommended for AEBG one-time funds if local funds are not available (funding approval is at the discretion of the ML ACE board).

Appendix B

Criteria for Assigning Discontinuance

- Revitalization was recommended, an Action Plan was followed, but program improvement was inadequate as determined by the PAT.
- Faculty and staff in the program have general agreement that the program should be discontinued.
- The school superintendent, schoolboard, principal or program director have general agreement that the program should be discontinued.
- The financial demands of the program have become unrealistic.
- The Agency is unable to find qualified faculty in the discipline.

Any number of these criteria may be met for assigning the discontinuance.