

California Adult Education Program : CFAD : 2022-23 Produced: May 2, 2022, 10:24 PM UTC Ligia Hallstrom

37 North Orange County Regional Consortium for Adult Education (NOCRC)

Fiscal Declaration - Consortium Approved

Consortium Name: 37 North Orange County Regional Consortium for Adult Education (NOCRC)

Funding Channel: Fiscal Agent

Fiscal Agent: North Orange County CCD

Narrative: The Executive Committee Voting Members and the NOCRC's Advisory groups continue a vetting procedure of annual CAEP activities and budgets to ensure alignment of the existing CAEP's 3- year plan. Even with the COVID pandemic and the economic shift, NOCRC's members and providers continued with CAEP compliance and were able to provide students with essentials and technical support for the online learning shift as a result of the pandemic. Overall, NOCRC's members address adults' needs in our community based on the outcomes due to the pandemic and social injustice. Our CAEP activities and outcomes have remained but the delivery shifted to online learning and student shifted to an online platform. CEAP-funded staff also adopted changes for a successful connection and support to our adults in the North Orange County region. Finally, NOCCCD will continue to be the fiscal agent for NOCRC managing all CAEP funds and ensuring compliance with fiscal and programmatic requirements.

Changes: No Changes

Member Allocations

Member Name	(2022-23)	(2021-22)	(2020-21)
North Orange County CCD	\$4,313,388	\$3,994,753	\$4,025,849
Total Allocated to Members	\$4,313,388	\$3,994,753	\$4,025,849
Total CAEP Funds	\$4,313,388	\$4,095,118	\$3,935,722
Total Remaining	\$0	\$100,365	\$-90,127

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? *

CAEP available funds are evaluated on a monthly basis thru monthly budget reports for internal purposes as well through the mandated quarterly reports and mid-year budget reports presented to the Executive Committee as "Repurposing of Funds" to ensure a full expenditure on time and a healthy carry-over to meet CAEP compliance.

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? *

All Board-approved Executive Committee Voting members submit a copy of their appointment as the District Member Representative for our consortium for our records and reference.

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

NOCRC Decision-Making Guidelines regulate decision processes and were designed to ensure full and equitable participation of all consortium's members in all decisions. Additionally, the CAEP department has developed and expanded on the opportunities for member participation thru open sessions, monthly or quarterly advisory group meetings as well as our Executive Committee meetings where the voting takes place as well as informatization items get shared for clarity, communication, and transparency.

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

1 member = 1 vote

7. How will decisions be approved? *

by majority vote of 51%

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

It was embedded and approved by all Executive Committee voting members since the initiation and integration of our consortium for CAEP, NOCRC. Additionally, NOCRC approved an extensive Decision-Making Guidance document delineating the responsibilities of the NOCRC Executive Committee and Advisory Workgroups.

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

NOCRC's Executive Committee meetings are held monthly and are open to the public. The meeting agenda is posted on the NOCRC's website where the public has access to view it at their convenience and our contact information is on the website for follow-up questions or concerns from the public. Public members have access to the location of the NOCRC Executive Committee meetings if they wish to enter a public comment.

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. *

Per Brown Act, the CAEP department send all business items to the Executive Committee meeting within 72 hours for review and feedback. We also updated the agenda on the NOCRC's website accessible to public. If a public comment regarding an Executive Committee decision is entered, the EC members have an option of postponing or amending the decision accordingly.

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

Previously and currently, we collect members' input and share it via email where all members can redistribute it to all appropriate designees and to the public as well. Additionally, Executive Committee meeting minutes are posted on the NOCRC 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. *

NOCRC's Executive Committee meetings are open to the public and meeting dates for the calendar year are available on the consortium's website. When making decisions, consortium members are encouraged to consult with their community partners, especially those who could benefit or be impacted by the decision. All decisions are considered and shared with all consortium members in advance to allow ample time for soliciting feedback.

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

NOCRC's Executive voting and all members received an overall budget expense report monthly to monitor and confirm if all CAEP expenses align with CAEP program areas as well as the tracking amount for indirect cost and administrative expenses under the "Project Lead" budget.

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? *

NOCRC's voting members are recruited based on the CAEP guidelines and have to be approved and appointed by their district which serves the North Orange County region. Advisory members are selected by program area knowledge or based on providing adult education programs and services. NOCRC partners are selected based on their role in supporting adult employment and further academic advancement. New members may join the consortium upon approval of their request by the NOCRC Executive Committee. A written request to withdraw membership also requires approval by the EC members.

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

At the end of each fiscal year, all service providers have the first right of refusal to repurpose carryover funds previously approved for the said service provider as long as proper justification is submitted to the Executive Committee and as long as the approval of the Executive Committee is received for the items exceeding \$60,000. In the event that the service provider wishes to release their carryover funds, all other consortium members have an option to apply for the released carryover funds by submitting a proposal to the Executive Committee.

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

Our NOCRC bylaws or Decision Making Guidelines provide guidance and direction on carry-over as every funded member has the opportunity to repurpose within each program area what is not repurposed within the institution, then it gets sent to the NOCRC melting pot so the other funded members can utilize.

18. How does your consortium define member effectiveness? *

NOCRC members have a collective agreement that member effectiveness is based on CAEP metrics and the integration of our mission, vision and values.

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

NOCRC bylaws' articles 4 through article 7 convey the responsibilities, deliverables, and expectations of voting and all members of the consortium.

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. *

http://nocrae.org/wp-content/uploads/2021/09/NOCRC-Decision-Making-Guidelines_Final-Approved-09.16.2021.pdf

Member Agencies

Member Agency	Member Type	Contact	Phone
North Orange County CCD	District	Valentina Purtell	(714) 808-4670
Anaheim Union High	High School District	Carlos Hernandez	(714) 999-3576
Fullerton Joint Union High	High School District	Sandra Layana	(714) 447-5501
Garden Grove Unified	Unified School District	M'Liss Patterson	(714) 663-6305
Los Alamitos Unified	Unified School District	Mrs. cara Vienna	(562) 370-3032
North Orange County ROP	Regional Occupation Center/Program (ROC/P)	Dana Lynch	(714) 502-5877
Orange County Department of Education	County Office of Education (COE)	Fatinah Judeh	(714) 349-3073
Placentia-Yorba Linda Unified	Unified School District	Dominique Polchow	(714) 986-7080

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)).

Anaheim Union High - Member Representative

Carlos Hernandez
 Director, Curriculum and Instruction
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Approved by Carlos Hernandez

05/02/2022 11:48 AM PDT

Fullerton Joint Union High - Member Representative

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Approved by Sandra Layana

05/02/2022 01:15 PM PDT

Garden Grove Unified - Member Representative

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Approved by M'Liss Patterson

05/02/2022 12:42 PM PDT

Los Alamitos Unified - Member Representative

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Approved by Mrs. cara Vienna

05/02/2022 02:26 PM PDT

North Orange County CCD - Member Representative

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Janeth Manjarrez
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Approved by Valentina Purtell

05/02/2022 12:36 PM PDT

North Orange County ROP - Member Representative

Dana Lynch
Assistant Superintendent, Educational Services
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Approved by Ligia Hallstrom Dr.

05/02/2022 03:24 PM PDT

Orange County Department of Education - Member Representative

Fatinah Judeh
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Approved by Fatinah Judeh

05/02/2022 11:35 AM PDT

Placentia-Yorba Linda Unified - Member Representative

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Approved by Dominique Polchow

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