

California Adult Education Program : CFAD : 2023-24 Produced: May 2, 2023, 08:30 PM UTC cara Vienna

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: NOCCCD will continue to be the fiscal agent for NOCRC, managing all CAEP funds and ensuring compliance with budgetary and programmatic requirements. 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 yearly plan and 3-year plans. Both funded and non-funded members understand the importance of carrying over only 20% of CAEP funds to abide by AB 1491. We have discussed and agreed to support all funded members by providing an equitable budgetary process to ensure the 20% threshold collectively. NOCRC will revisit our decision-making guidelines (bylaws) to ensure member effectiveness to ensure compliance with AB 1491. CAEP activities will continue to be funded based on CAEP outcomes and student needs for continued regional collaborative success. Lastly, CAEP-funded academic courses have continued to be successfully delivered in a hybrid model to meet student and community needs.

Changes: No Changes

Member Allocations

Member Name	(2023-24)	(2022-23)	(2021-22)
North Orange County CCD	\$4,718,533	\$4,313,388	\$3,994,753
Total Allocated to Members	\$4,718,533	\$4,313,388	\$3,994,753
Total CAEP Funds	\$4,718,533	\$4,363,761	\$4,095,118
Total Remaining	\$0	\$50,373	\$100,365

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 AB 1491 legislation. 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? *

All funds eligible for adult education and available at each member's agency will be reported by the September 30th deadline. The report will be made available to all members of the NOCRC Executive Committee. When proposing new or maintaining existing CAEP-funded activities, each service-providing NOCRC member will evaluate the feasibility of funding these activities in whole or part by other eligible funding sources.

CAEP carryover funds for NOCRC are reported by our May Executive Committee Meeting, where we analyze projections, encumbrances, and a secondary activity for the CAEP program area. Additionally, we do monthly and quarterly budget reports for member review. If members still need to return funds to the consortium, they become available for another funded member or spent regionally.

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? *

Since NOCRC's inception, its bylaws stipulate that each NOCRC Executive Committee voting member and the alternate voting member must be Board approved by their district and submit a copy of board approval to the NOCRC administrative department. The NOCRC Executive Committee comprises one designee and one alternate member (optional) from each organization. All appointees and alternates must be officially appointed by the Governing Board of each respective member organization, with the appointment reflected in official minutes. Only board-appointed Executive Committee members or their alternates may vote on behalf of their districts. There is no allowance for proxies.

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

Under the jurisdiction of the NOCRC Decision-Making Guidelines, or bylaws, each consortium member has rights and responsibilities to abide by and participate. Rights of members are to participate in the decision-making process for the development of regional adult education plans. Members have the right to participate in determining the allocation of Consortium funding; however, members do not unilaterally have the right to veto funding decisions. The allocation of Consortium funding is determined by a vote of the NOCRC Executive Committee. Members adhere to laws and regulations governing adult education programs and services outlined in Education Code 84900-84920, including submitting annual plans and reporting expenditures and student data. Members agree to implement regional three-year and annual plans.

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? *

Decision-making and fiscal processes were developed at the inception of the consortium and integrated into the consortium's operations. Established procedures and practices evolved into a decision-making model in 2020. NOCRC approved an extensive Decision-Making Guidance document delineating the responsibilities of the NOCRC Executive Committee, member agencies, and Advisory Workgroups in 2021.

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 agendas are posted on the NOCRC's website and accessible to the members of the Contact information for the NOCRC Office is posted on the consortium's website for follow-up questions or concerns. Public members have access to the physical 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 sends all business items to the Executive Committee meeting within 72 hours for review and feedback. Also, NOCRC agendas are available on the NOCRC's website for access to the public.

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

Members' input is shared via email with all consortium members, allowing redistribution to all appropriate designees and the public. 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. *

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

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

NOCRC Executive Committee approves the budget for the subsequent year at the EC meeting. Subsequently, NOCRC's Executive voting members and all service providers receive budget expense reports monthly to monitor expenses. Budget reports are a standing agenda item of the monthly EC meetings.

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? *

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. NOCRC's voting members are recruited based on the CAEP guidelines and must 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 chosen based on their role in supporting adult employment and further academic advancement.

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

NOCRC opted out of defining excessive carryover for each member. However, all NOCRC-funded members are committed to keeping the consortium's carryover amount at or below the 20% threshold. With the AB1491 implementation, all members will carry no more than 20% of prior-year funding collectively. CAEP budget will be discussed quarterly through budget and expenditure reports. The goal is to support all members without deeming them ineffective. Our goal is to remain supportive and collaborative with each other.

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? *

CAEP carryover funds for NOCRC are reported by the May Executive Committee Meeting, where projections and encumbrances are analyzed. Additionally, monthly and quarterly budget reports are available for member review. If members still need to return funds to the consortium, they become available for another funded member or spent regionally.

All service providers have the first right of refusal to repurpose carryover funds previously approved for the 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.

18. How does your consortium define member effectiveness? *

NOCRC members collectively agree 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 members collectively agree that member effectiveness is based on CAEP metrics and the integration of our mission, vision, and values. We will be working on the bylaw revisions aligned with AB1491.

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	Araceli Chavez	
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)	Ligia Hallstrom Dr.	(714) 713-0649
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
<p>Araceli Chavez Program Specialist chavez_ar@auhsd.us</p>
Approved by Araceli Chavez
05/01/2023 06:56 PM PDT

Fullerton Joint Union High - Member Representative

Sandra Layana
Principal
slayana@fjuhsd.org
(714) 447-5501

Approved by Sandra Layana

05/02/2023 12:56 PM PDT

Garden Grove Unified - Member Representative

M'Liss Patterson
Director
mpatterson@ggusd.us
(714) 663-6305

Approved by M'Liss Patterson

05/02/2023 09:11 AM PDT

Los Alamitos Unified - Member Representative

cara Vienna
Assistant Principal
cvienna@losal.org
(562) 370-3032

Approved by Mrs. cara Vienna

05/02/2023 01:30 PM PDT

North Orange County CCD - Member Representative

Valentina Purtell
President
vpurtell@noce.edu
(714) 808-4670

Janeth Manjarrez
Director, California Adult Education Program
jmanjarrez@noce.edu
(714) 462-9579

Approved by Valentina Purtell

05/02/2023 08:57 AM PDT

North Orange County ROP - Member Representative

Ligia Hallstrom

Administrator Instructional Programs

lhallstrom@nocrop.us

(714) 713-0649

Approved by Ligia Hallstrom Dr.

05/02/2023 06:51 AM PDT

Orange County Department of Education - Member Representative

Fatinah Judeh

Coordinator

fjudeh@ocde.us

(714) 349-3073

Approved by Fatinah Judeh

05/01/2023 06:43 PM PDT

Placentia-Yorba Linda Unified - Member Representative

Dominique Polchow

dpolchow@pylusd.org

(714) 986-7080

Approved by Dominique Polchow

05/02/2023 09:56 AM PDT



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