

California Adult Education Program : CFAD : 2022-23 Produced: Apr 29, 2022, 09:09 PM UTC Grace Kim

38 Southern Alameda County Consortium (Ohlone CCD)

Fiscal Declaration - Consortium Approved

Consortium Name: 38 Southern Alameda County Consortium (Ohlone CCD)

Funding Channel: Direct Funded

Narrative: The SACC has diligently implemented the current annual plan and has ensured that all allocations are aligned to it. The regional needs identified by the consortium this year were: 1) Collaborate with social services agencies and community-based organizations to increase targeted recruitments among communities of need; 2) Provide students with referrals and information about non-educational services; 3) Transition back to in-person and hybrid instruction while working to increase our student enrollment numbers to pre-pandemic rates; and 4) Continue to provide professional development for instructors to transition back to in-person instruction while maintaining and improving upon effective online/in-person instructional strategies. This year the consortium worked with community-based organizations and social services agencies to increase targeted recruitments among communities of need. The SACC worked directly with LaFamilia through an official MOU to ensure that recent immigrant students have the educational resources necessary to meet their needs. Referrals from LaFamilia have increased substantially this year, particularly supporting recent Afghan refugees. In addition to working with LaFamilia to increase targeted recruitments, we also held a fall open house in which several social services agencies, including the International Rescue Committee, the Afghan Coalition, the Fremont Family Resource Center and the Tri-City Volunteers Mobile Pantry were all represented. The open house was a successful event and assisted us in recruiting students into CTE programs, such as BankWork\$ and AutoCAD. The SACC also continued to distribute newsletters to outside agencies, highlighting program enrollment dates/times, as well as new programs. The SACC contracted with the Motor Vehicle Broadcasting Network to design and place an ad for the consortium in the local DMV office that will run for one year. Ohlone College hosted counseling and information sessions on consortium campuses as another means to increase enrollment and ensure smooth transitions to post-secondary educational options. The SACC also focused on ensuring a smooth transition back to in-person instruction by creating both online and in-person course options and continuing to support instructors by providing professional development opportunities. We hosted two professional development events, one from OTAN on accessibility and the other on customer service and student retention. All of these initiatives were directly aligned with the goals of our annual plan, which were derived directly from the Three Year Plan. CAEP funding was utilized directly to fund these activities.

Changes: No Changes

Member Allocations

Member Name	(2022-23)	(2021-22)	(2020-21)
Fremont Unified	\$3,740,814	\$3,464,060	\$3,489,847
New Haven Unified	\$588,870	\$545,644	\$549,715
Newark Unified	\$227,567	\$210,858	\$213,623
Ohlone CCD	\$85,915	\$79,608	\$80,457
Total Allocated to Members	\$4,643,166	\$4,300,170	\$4,333,642
Total CAEP Funds	\$4,643,166	\$4,408,209	\$4,236,624
Total Remaining	\$0	\$108,039	\$-97,018

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? *

Available funds are reported to each member in the consortium by the consortium leads at the consortium leadership meeting. The consortium lead uses the same percentages each year to equitably distribute the funds via the CFAD to consortium members. If consortium members have any concerns, they raise these during leadership team meetings. Each member is responsible for spending their funds in accordance with CAEP requirements. Each member completes quarterly fiscal reports that are certified by the member and the consortium lead.

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 current consortium member has been officially designated by the governing board of their school district or community college. This is documented in the consortium by-laws. This year, a few members are retiring and the process for designating new members will go to each governing board for approval. The approval documentation from each governing board is kept on file by each member.

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

Each member participates in monthly consortium leadership team meetings and contributes to all decision making and discussions regarding the use of funding, annual plan and three-year plan goals, professional development, and any other consortium business. Each leadership meeting has at least one voting member per school attend.

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

1 institution = 1 vote (thus giving districts with multiple institutions multiple votes)

7. How will decisions be approved? *

by consensus

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

This consensus decision-making model was discussed during the beginning of the consortium and is written in the by-laws. The consortium uses a fist-of-five process to determine consensus. A single finger means that a consortium voting member disagrees with the decision and further discussion is needed. Five fingers means that a consortium voting member is in full agreement. Discussions during leadership team meetings end with voting members coming to consensus using this method.

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

The Leadership Team meets monthly except July. All members and partners are notified of scheduled meetings and are expected to be present and engaged. Notice of meetings and the meeting agenda are posted on SACC website at least 72 hours prior to meeting. Public comments are addressed at the beginning of each meeting.

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. *

The public is provided adequate notice of proposed decision making via the posting of SACC meeting agendas on the website. The SACC lead asks if any members of the public are present at each meeting and if they wish to comment on any of the agenda items, which include proposed decisions.

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

Notes from each consortium meeting are created after each meeting and will be posted to the consortium website for public distribution.

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. *

The SACC invites the Alameda County Workforce Development Board, Ohlone College's Career Center, and Mission Valley Regional Occupational Programs to each leadership team meeting. In addition, we work closely with Fremont Family Resource Center and Union City Family Center to coordinate services and solicit input regarding consortium decisions for education and workforce services. The SACC also distributes a quarterly newsletter which is shared with a variety of outside agencies to ensure that they are informed of consortium meetings and other information.

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

All consortium CAEP funds are utilized to provide services pursuant to Section 84913 in the seven program areas. Each consortium member school district and community college ensures that the indirect cost rate is no more than the 5 percent.

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? *

Per the consortium bylaws, new members would be able to join if they met the following criteria: "Any organization or institution receiving funding from the State of California for delivery of adult education as described in Assembly Bill 104, Section 39, Article 9, Section 84900, shall be added as a member. Such organizations must provide in writing to the Consortium Lead/Point Person the name of the Board approved "Official Representative" (and alternate) of the organization, and verification of the funding stream as cited in the legislation." Members will be dismissed from the consortium per the bylaws as follows:

Members may be dismissed from the Consortium for the following reasons:

- a. Failure to adhere to laws and regulations governing adult education programs and services.
- b. Failure to submit annual plans.
- c. Failure to adhere to reporting requirements for expenditures and student data.
- d. Failure to designate at least one "official representative" (in writing and approved by the governing board) to serve on the Leadership Team and represent the interests of the member organization.
- e. Failure to participate in the decision making process for development of regional adult education programs and services.
- f. Failure to deliver adult education programs and services in accordance with standards established in AB 104, Section 39, Article 9, Section 84900

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

Each consortium member is responsible to identify how much carryover funding will roll over to the following fiscal year. Each member is responsible for spending the earliest carryover funding first (first in, first out). The consortium members submit their quarterly fiscal reports and the consortium lead certifies those reports.

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

There are no current bylaws that govern carryover funds.

18. How does your consortium define member effectiveness? *

Member effectiveness is defined in the bylaws in the member responsibilities section:

- i. Members shall adhere to laws and regulations governing adult education programs and services, including submission of annual plans and reporting requirements for expenditures and student data.
- ii. Members shall be familiar with and agree to abide by the current annual regional master work plan.
- iii. Members shall designate at least one "official representative" to serve on the Leadership Team as a voting member. Designation shall be in writing and formally approved by the governing board of each institution.
- iv. Members shall actively participate in Consortium meetings, Consortium activities, and the decision-making process.

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

Member effectiveness is defined in the bylaws in the member responsibilities section:

- i. Members shall adhere to laws and regulations governing adult education programs and services, including submission of annual plans and reporting requirements for expenditures and student data.
- ii. Members shall be familiar with and agree to abide by the current annual regional master work plan.
- iii. Members shall designate at least one "official representative" to serve on the Leadership Team as a voting member. Designation shall be in writing and formally approved by the governing board of each institution.
- iv. Members shall actively participate in Consortium meetings, Consortium activities, and the decision-making process.

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 consortium has bylaws that outline its work beyond the questionnaire, but no other formal documentation. The consortium website is a resource for the public to outline the work and services that we provide.

Member Agencies

Member Agency	Member Type	Contact	Phone
Fremont Unified	Unified School District	Heidi McFadden	(510) 793-6465
New Haven Unified	Unified School District	Grace Kim	(510) 476-2696 ext: 62635
Newark Unified	Unified School District	Julie Calderon	(510) 818-3001
Ohlone CCD	District	Mark Lieu	(510) 659-6276

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)).

Fremont Unified - Member Representative

Heidi McFadden

principal

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(510) 793-6465

Donna Upchurch

Account Clerk

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(510) 793-6465

Approved by Heidi McFadden

04/29/2022 10:36 AM PDT

New Haven Unified - Member Representative

Grace Kim

Director

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Approved by Grace Kim

04/29/2022 02:09 PM PDT

Newark Unified - Member Representative

Julie Calderon

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Approved by Julie Calderon

04/28/2022 01:49 PM PDT

Ohlone CCD - Member Representative

Mark Lieu

Dean, Language, Communication and Academic Success

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Approved by Mark Lieu

04/28/2022 11:00 AM PDT



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