

California Adult Education Program : CFAD : 2023-24 Produced: Apr 19, 2023, 08:19 PM UTC Jaclyn Randall

39 Palo Verde River Consortium

Fiscal Declaration - Consortium Approved

Consortium Name: 39 Palo Verde River Consortium

Funding Channel: Fiscal Agent

Fiscal Agent: Palo Verde CCD

Narrative: As described in the current three-year plan, the consortium is committed to expanding and improving adult education programs constrained only by regional capacity and allocations. The previous Three-Year Plan's geographic constraints, workforce needs, and opportunities remain unchanged. The consortium comprises three members: Palo Verde College District and Palo Verde and Needles Unified School Districts. Active partners include the Fort Mohave and Chemehuevi Indian Tribes. Evolving partners include Progressive Farmers Association, City of Blythe, City of Needles, Creating a Legacy, Inc. (CALI), and San Bernardino and Riverside Regional Workforce Boards. Regional economic development is static. The region suffers from a talent drain due to limited workforce opportunities. Retail is impacted by negative growth, and employment from the agriculture sector has been steadily declining. There are indications of near-term significant workforce opportunities from evolving cannabis investments in Needles and Blythe. Nearby prison employment opportunities are capped with indications of a future decrease. The State of California has announced that the Chukawalla State Prison will be shut down by 2025, further contributing to the economic downturn in the region. All three consortium agencies now provide or will provide adult education/workforce in the region for the first time. Similar relationships and projects are developing with Palo Verde College, Palo Verde Unified School District, and Creating a Legacy, Inc. (CALI) to create an adult with disabilities pathway incorporating workforce development and adult primary education. As described in the current three-year plan, the consortium's commitment to expanding adult education programs is constrained only by regional capacity and allocations. 2022-2023 consortium allocation was \$923k enhanced by tactical leverages. The plan focused on scalable pilots, and to that end, during the plan's three-year period, pilots were begun and scaled in the following areas: • Career Cruising, electronic career portfolios in English and Spanish • Expansion of Basic Skills, ESL and Citizenship classes • Beginning GED preparation and testing in English and Spanish • Auto, Construction and Welding CTE classes – Partnership with Needles USD. Given the gradual increase in allocations (\$923K to \$998K) and given additional leveraging opportunities, pilot project development for the evolving three-year plan includes the following areas: • Health Career Pathways • Expanding noncredit programs at the community college • Culinary Pathways • ESL satellite locations • Career and workforce development • CTE program expansion • Adults with Disabilities • Reader-friendly measurement of outcomes. The challenges facing the River Consortium extend beyond adult education and job training and instead require planning, capacity, resources, and tools partially funded by the California Adult Education Program and partially funded by strategic use of leveraged resources. Adult education/workforce resources have allowed this consortium to expand, improve and create programs designed to impact regional/global employability for adults within our consortium boundaries. Our biggest challenge continues to be driven by economic growth and employment opportunities.

Changes: The Palo Verde River Consortium added Palo Verde USD and Needles USD as funded voting members for the 2022-2023 FY per Board vote on April 22, 2022.

Member Allocations

Member Name	(2023-24)	(2022-23)	(2021-22)
Needles Unified	\$109,319	\$100,000	n/a
Palo Verde CCD	\$779,610	\$712,536	\$845,126
Palo Verde Unified	\$109,319	\$100,000	n/a
Total Allocated to Members	\$998,248	\$912,536	\$845,126
Total CAEP Funds	\$998,248	\$923,193	\$866,359
Total Remaining	\$0	\$10,657	\$21,233

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? *

Available funds are reviewed quarterly at Palo Verde River Consortium Board meetings. Discussions are ongoing about carryover funds and adhering to the guidance from CAEP and AB1491 regarding percentage of carry over allowed, plans to spend carryover, and ensuring community needs are met.

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 voting members of the Palo Verde River Consortium Board have submitted a document (BAI) to their respective governing board to designate them as the official representative for their district. Each member has sent the Consortium Director minutes

from their respective board meeting indicating their designation as the representative as well as the approved minutes of the appointment. These documents are kept by the Consortium Director.

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

The Palo Verde River Consortium recognizes the benefits of full and active participation by all members in the decision-making process and implementation of Consortium Annual and Three-Year Plans. Therefore, a calendar of meetings and each meeting's agenda and board packet are sent to members in advance, per Brown Act guidelines. Agendas are also posted on the Consortium website. Email notifications and reminders are sent to all voting members and partners. Minutes from meetings are distributed to members and posted to the Consortium website for public access. Agencies participating in Palo Verde River Consortium have agreed to act in accordance with applicable CAEP guidance, state law, the Palo Verde River Consortium Annual Plans, and Palo Verde River Consortium Three-Year Plan. Palo Verde River Consortium Members participate annually in shared, and/or peer-to-peer monitoring for member effectiveness, adherence to Palo Verde River Consortium Governance Plans, annual MOU, and CAEP performance outcomes.

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? *

From the onset of the AB86 planning phase, the PVRC Board discussed various governance models and decided upon the method that best suits this consortium. Each member's Board of Education will designate, via agenda item, a voting representative to the Palo Verde River Consortium Board and ensure attendance at and participation at regular Consortium Board meetings.

Each member district (K-12, County Office of Education, College) shall have one (1) vote. One K-12 Member District plus 1 Community College constitutes a quorum. In the case of a vacated position by a voting member, the "Interim" or "Acting" individual in the vacated position would be allowed to vote. If a voting member is not able to attend a Palo Verde River Consortium Board vote in person, votes may be cast via telephone and documented in the minutes, in accordance with Brown Act guidelines. The vote of each officially designated member shall be recorded when cast in a roll call vote. The names of the members making and seconding each motion shall be recorded in the Consortium minutes.

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 Palo Verde River Consortium meetings shall be conducted in accordance with CAEP guidance, the Palo Verde River Consortium Governance Plan, Brown Act, and all applicable laws. Decisions are made by consensus of members of the Consortium in the spirit of collective impact. All voting is publicly noticed per Brown Act and other applicable laws.

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 Palo Verde River Consortium Board encourages all interested persons to attend monthly Board meetings and to address the Consortium Board concerning any item on the agenda or within the Consortium's jurisdiction.

The Palo Verde River Consortium Board will act in accordance with the Brown Act of 1953 as contained in section 54950 et seq. of the California Government Code.

The following rules are intended to facilitate a presentation to the Palo Verde River Consortium Board:

A. For matters not listed on the agenda:

I. Any individual who wishes to address the Consortium on any item of interest to the public that is within the subject matter jurisdiction of the Consortium and not listed on the agenda may do so under the agenda item entitled "Public Comments."

II. Without taking action, Consortium Board members may briefly respond to statements made or questions posed by the public about items not appearing on the agenda.

III. In keeping with its right to determine the length of time to be allotted to agenda items, the Consortium Board has determined that the overall time to be allowed for the agenda item entitled "Public Comments" shall not exceed three (3) minutes per person, and a total time of 20 minutes, unless there are extenuating circumstances, in which case the Palo Verde River Consortium Board may extend the overall time limit.

B. For matters listed on the agenda, a person who wishes to address the Palo Verde River Consortium Board may do so by completing a brief form (including name, address, and agenda item). Upon recognition, the person should state his or her name and may address the Palo Verde River Consortium Board. The order of public comments on the agenda item will be determined by the order received. Individuals shall be allowed up to three (3) minutes to address the Palo Verde River Consortium Board on each agenda item during the general public comments section of the agenda, unless there are extenuating circumstances, in which case the Palo Verde River Consortium Board may extend the time limit for individual remarks.

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

Palo Verde River Consortium recognizes the benefits that are derived when input from the public is included as part of a transparent decision-making process, and will act in accordance with the Brown Act of 1953 as contained in section 54950 et seq. of the California Government Code. The Members will include the public in Palo Verde River Consortium activities and programs whenever appropriate. The Palo Verde River Consortium will provide the public with a adequate notice of a proposed decision and consider any comments submitted by members of the public. Monthly meetings will include a designated time for public comment. Agendas will be posted on the Palo Verde River Consortium website and emailed in advance to Palo Verde River Consortium Member Districts. Palo Verde River Consortium Members are encouraged to post the agendas on their individual web sites. A summary of comments submitted by members of the public will be recorded in the meeting minutes and distributed publicly on the Palo Verde River Consortium 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. *

Several regional partners (eg: libraries, WDB, community/faith-based organizations) participate in the annual and three-year planning processes and are kept abreast of Consortium activity. In addition, the Consortium Director represents the Consortium by attending regional meetings where all these entities are present and proposed decisions can be announced.

Community partners and other entities are invited and encouraged to participate in all Consortium meetings. Palo Verde River Consortium works with both the San Bernardino and Riverside Counties Workforce Development Boards, as the Palo Verde Community College District spans both counties. Community agencies not benefiting from formal partnership with Palo Verde River Consortium, but with an interest in adult education, are encouraged to engage with Member Districts to benefit the region as appropriate until a formal partnership can be established.

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

The Palo Verde River Consortium Board votes annually on a distribution schedule pursuant to section 84913 at a regularly scheduled open meeting. This distribution schedule encompasses the activities outlined in both the Annual Plan and the Three-Year Plan. The Palo Verde Community College District was chosen by the consortium members to be the fiscal agent, and receive / distribute the funds monthly to each Member District.

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? *

Per AB104 Legislation section 84917 those entities listed shall become a participating member of the Palo Verde River Consortium pursuant to receiving funds from the listed areas. In addition, new members will need to agree to and sign this governance template indicating they are aware and will abide by the consortium governance structure. For Member Districts to leave or be dismissed, section 84914 outlines characteristics such as a member is no longer willing to provide services, a member cannot provide services or a member is consistently ineffective in providing services as reasons for reduced funding, the Palo Verde River Consortium will use these measures to determine if a member needs to leave or be dismissed from the consortium

The Consortium will adhere to the membership guidelines as defined by AB104, Education Code, and the Palo Verde River Consortium Member Contracts.

Considerations for dismissal from the Consortium include:

- The member no longer wishes to provide services consistent with the adult education plan;
- The member cannot provide services that address the needs identified in the adult education plan; or
- 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 improvement.

In addition to the considerations specified in AB104:

- Regular attendance is expected at monthly Palo Verde River Consortium Board meetings.
- Dismissal from or admission to the Consortium shall be accomplished with a simple majority vote from the Palo Verde River Consortium Board.
- If the member initiates leaving the Consortium, Palo Verde River Consortium will require the member's Governing Board approval.
- If the Palo Verde River Consortium Board initiates dismissal, the Palo Verde River Consortium will inform the member's Superintendent and Governing Board and follow due process.
- Palo Verde River Consortium Members may be dismissed from Palo Verde River Consortium for failure to demonstrate member effectiveness.
- A record of intervention steps and dismissal actions shall be kept in the official minutes of the Palo Verde River Consortium Board Meetings.
- If the Palo Verde River Consortium dismisses a Member, the Consortium Director shall notify the CAEP State office immediately.

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

The PVRC Board has voted to defer this decision until the 2024-25 FY as two of the newly funded voting Member Districts are still working to establish their adult education programs, and will need carryover funds in their 2nd funded year to build out these program offerings.

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? *

The monitoring of carryover funds on a consortium level takes place quarterly at PVRC Board meetings. Each member reviews their quarterly expense report and identifies carryover projections. Should a need arise where funds need to be shifted, the NOVA Allocation Amendment process is followed.

PVRC's technical assistance and reasonable intervention process is a three-step process. Once an agency has not met the "carryover" threshold for one year, the agency will be monitored for the following year. During this time, agencies will identify their needs and conduct program/project budget reviews. A plan is then developed to address the needs of the agency and address potential shifting of funds to meet community need. Resources are provided through professional development training and guidance documentation. Agency progress will be monitored throughout the year, and adjustments made to expenditure forecasts to prevent two consecutive years of excessive carryover. Should an agency fail to come into alignment with two consecutive-year carryover rule, Consortium Members may vote to reduce future funding for the agency in violation by no more than the agency's carryover, per guidance from CAEP and rules in AB1491.

18. How does your consortium define member effectiveness? *

Member effectiveness is determined by the Palo Verde River Consortium Board via an examination of: DIR data, MIS data, fiscal expenditures, per pupil spending, and open discussions about student/agency success.

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

The Palo Verde River Consortium does not have bylaws regarding carryover funds, but ensures that all Member Districts adhere to the guidance for carryover funds from CAEP as outlined in the Fiscal Management Guide and other CAEP guidance. Additionally, PVRC Member Districts sign an annual MOU that provides additional frameworks for Member expectations.

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. *

Palo Verde River Consortium has bylaws and an annual MOU that are posted to the Consortium website and uploaded to NOVA.

<https://prod-swp-attachments.s3.amazonaws.com/aebg/consortia/institution366/2016/15328039paloverde10.31.15governancetemplate.pdf>

Member Agencies

Member Agency	Member Type	Contact	Phone
Palo Verde CCD	District	Jaclyn Randall	
Needles Unified	Unified School District	Amy Avila Needles Unified School District	(760) 326-2191
Palo Verde Unified	Unified School District	Tracie Kern	(760) 922-4164 ext: 1236

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)).

Needles Unified - Member Representative

Amy Avila
 Interim Superintendent
 amy_avila@needlesusd.org
 (760) 326-2191

Garry Cameron
 garry_cameron@needlesusd.org

Approved by Amy Avila Needles Unified School District

04/18/2023 08:42 AM PDT

Palo Verde CCD - Member Representative

Jaclyn Randall
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Approved by Jaclyn Randall

04/19/2023 01:19 PM PDT

Palo Verde Unified - Member Representative

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Approved by Tracie Kern

04/17/2023 09:14 AM PDT



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