

39 Palo Verde River Consortium

CONSORTIUM APPROVED

2024-25

Fiscal Declaration - Consortium Approved

Consortium Name: 39 Palo Verde River Consortium

Funding Channel: Fiscal Agent

Fiscal Agent: Palo Verde CCD

Narrative: In accordance with the current three-year plan, the consortium is firmly dedicated to broadening and enhancing adult education initiatives, unhampered by regional limitations or allocations. The geographical constraints, workforce demands, and opportunities outlined in the previous Three-Year Plan persist unchanged. Our consortium, comprising the Palo Verde College District, Palo Verde, and Needles Unified School Districts, along with active partners such as the Fort Mohave and Chemehuevi Indian Tribes, and evolving partners including the Progressive Farmers Association, City of Blythe, City of Needles, Creating a Legacy, Inc. (CALI), and San Bernardino and Riverside Regional Workforce Boards, continues to prioritize regional economic development. Regrettably, our region grapples with a talent exodus due to restricted workforce opportunities, compounded by retail stagnation and a gradual decline in agricultural employment. However, there are encouraging signs of imminent significant workforce prospects stemming from burgeoning cannabis investments in Needles and Blythe. Although nearby prison employment opportunities are presently capped, there are indications of a future decrease, with the impending closure of the Chukawalla State Prison by 2025, as announced by the State of California. All three consortium agencies are now actively engaged in providing or planning to provide adult education and workforce programs in the region for the first time. The current three-year plan underscores the consortium's unwavering commitment to expanding adult education programs within the confines of regional capacity and allocations. It emphasizes scalable pilot initiatives, with ongoing efforts in areas such as CompTIA Information Technology career preparation, Basic Skills, ESL, Workforce skills preparation, and Citizenship classes expansion, and GED preparation and testing in English and Spanish. Looking ahead, the new three-year plan will outline ambitious projects encompassing Health Career Pathways, expansion of noncredit programs at the community college, Culinary Pathways, ESL satellite locations, Career and workforce development, CTE program expansion, and support for Adults with Disabilities, all with a focus on easily comprehensible outcome measurements. The challenges facing the River Consortium transcend mere adult education and job training; they necessitate comprehensive planning, enhanced capacity, resource allocation, and strategic leveraging of funds, partly supported by the California Adult Education Program. Our concerted efforts in adult education and workforce development aim to create a lasting impact on regional and global employability within our consortium boundaries. However, our primary challenge remains navigating economic growth and employment opportunities effectively.

Changes: No Changes

Member Allocations

Member Name	(2024-25)	(2023-24)	(2022-23)
Needles Unified	\$100,667	\$109,319	\$100,000
Palo Verde CCD	\$805,339	\$779,610	\$712,536
Palo Verde Unified	\$100,667	\$109,319	\$100,000
Total Allocated to Members	\$1,006,673	\$998,248	\$912,536
Total CAEP Funds	\$1,006,673	\$999,080	\$923,193
Total Remaining	\$0	\$832	\$10,657

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 carryover legislation (EC 84914). 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 *

20%

Corrective Action Fiscal Reporting Quarterly Thresholds

If member carryover is over the threshold set below, a corrective action narrative will be required to complete.

	Q1	Q2	Q3	Q4
% of Carryover Threshold	80%	60%	40%	20%

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? *

Quarterly, at the Palo Verde River Consortium Board meetings, we meticulously review the availability of funds. Ongoing discussions center around the management of carryover funds, aligning with the directives laid out by CAEP and AB1491 concerning the permissible percentage of carryover, strategizing on the utilization of these funds, and ensuring that they are directed towards meeting the pressing needs of our community.

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 voting member of the Palo Verde River Consortium Board has completed the submission of a formal document (BAI) to their respective governing body, designating themselves as the official representative for their district. In addition, each member has diligently forwarded the Consortium Director both the minutes from their respective board meeting, confirming their designation as the representative, and the approved minutes of the appointment. These crucial documents are securely maintained by the Consortium Director for reference and record-keeping purposes.

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

The Palo Verde River Consortium places great value on fostering full and active engagement from all its members in the decision-making processes and the execution of Consortium Annual and Three-Year Plans. To facilitate this, a comprehensive calendar of meetings, along with the agenda and pertinent board materials, is disseminated to members well in advance, in accordance with the guidelines outlined in the Brown Act. Additionally, agendas are prominently displayed on the Consortium website for easy access by all stakeholders. Regular email notifications and reminders are also dispatched to ensure that all voting members and partners are kept informed.

Minutes from these meetings are diligently distributed to all members and are made publicly accessible via the Consortium website. In adherence to established protocols, agencies participating in the Palo Verde River Consortium commit to operating in compliance with relevant CAEP guidance, state laws, as well as the Palo Verde River Consortium Annual Plans and Three-Year Plan.

Furthermore, Palo Verde River Consortium Members engage annually in shared and peer-to-peer monitoring activities to assess member effectiveness, adherence to Consortium Governance Plans, annual Memorandum of Understanding (MOU), and CAEP performance outcomes. This collective effort ensures accountability and fosters a culture of collaboration and continuous improvement within the Consortium.

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? *

Since the inception of the AB86 planning phase, the PVRC Board has engaged in extensive deliberations regarding various governance models, culminating in the selection of the most fitting approach for our consortium. Each member's Board of Education undertakes the pivotal task of designating, through a dedicated agenda item, a voting representative to serve on the Palo Verde River Consortium Board, ensuring their consistent attendance and active participation in regular Consortium Board meetings.

To maintain fairness and equity in decision-making, each member district, whether K-12, County Office of Education, or College, holds one (1) vote. A quorum is established when one K-12 Member District and one Community College are present. In the event of a vacated position by a voting member, the "Interim" or "Acting" individual assuming the vacated position retains the privilege to vote.

In cases where a voting member cannot physically attend a Palo Verde River Consortium Board vote, provisions are made for casting votes via telephone, meticulously documented in accordance with Brown Act guidelines. The vote of each officially

designated member is meticulously recorded during roll call votes, ensuring transparency and accountability. Additionally, the names of members proposing and seconding each motion are duly noted in the Consortium minutes, providing a comprehensive record of proceedings.

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 meetings convened by the Palo Verde River Consortium are conducted with strict adherence to the guidance provided by CAEP, the Palo Verde River Consortium Governance Plan, the Brown Act, and all pertinent legal statutes. Decisions are reached through consensus among Consortium members, fostering a collaborative environment geared towards achieving collective impact. Furthermore, all voting procedures are meticulously conducted in accordance with the public notice requirements stipulated by the Brown Act and other relevant laws to ensure transparency and compliance.

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 extends an invitation to all interested individuals to participate in our monthly Board meetings and share their thoughts on matters within the Consortium's purview. We operate in accordance with the provisions outlined in the Brown Act of 1953 as detailed in section 54950 et seq. of the California Government Code.

To ensure a smooth process for public presentations to the Palo Verde River Consortium Board, the following guidelines have been established:

A. For items not listed on the agenda:

I. Any member of the public wishing to address the Consortium on a topic falling within its jurisdiction but not listed on the agenda may do so under the agenda item titled "Public Comments."

II. While no formal action is taken, Consortium Board members may offer brief responses to public statements or queries regarding non-agenda items.

III. To manage time effectively, the Consortium Board has determined that the total duration allocated for "Public Comments" shall not exceed three (3) minutes per individual and 20 minutes in total, unless extraordinary circumstances arise, in which case the Board retains the discretion to extend the time limit.

B. For matters listed on the agenda: Individuals seeking to address the Palo Verde River Consortium Board on agenda items are requested to complete a brief form, providing their name, address, and the relevant agenda item. Upon recognition, individuals should state their name and may proceed to address the Board. The order of public comments on agenda items will be determined by the sequence of form submissions. Each individual is allotted up to three (3) minutes to address the Consortium Board during the general public comments section of the agenda, unless special circumstances warrant an extension, which may be granted at the discretion of the Board.

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

The Palo Verde River Consortium values the inclusion of public input as an integral component of our transparent decision-making process, and we are committed to upholding the principles outlined in the Brown Act of 1953 as delineated in section 54950 et seq. of the California Government Code. Members of the Consortium actively seek to engage the public in our activities and programs whenever appropriate.

To facilitate this engagement, the Palo Verde River Consortium ensures that the public receives ample notice of proposed decisions and welcomes any comments submitted by members of the community. Each monthly meeting includes a dedicated time for public comment. Additionally, agendas are promptly posted on the Palo Verde River Consortium website and distributed via email in advance to Palo Verde River Consortium Member Districts. Members are encouraged to further disseminate the agendas on their respective websites to broaden accessibility.

Moreover, a comprehensive summary of comments submitted by members of the public is meticulously recorded in the meeting minutes, which are subsequently made available to the public on the Palo Verde River Consortium website, fostering

transparency and accountability.

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. *

Numerous regional collaborators, including the Employment Development Department (EDD), Workforce Development Boards (WDBs), and community/faith-based organizations, actively engage in the annual and three-year planning processes of the Palo Verde River Consortium. These partners are consistently updated on Consortium activities to ensure alignment and synergy. Furthermore, the Consortium Director serves as a liaison, representing the Consortium at regional meetings attended by these entities, and facilitating the dissemination of proposed decisions.

Community partners and other relevant entities are cordially invited and strongly encouraged to participate in all Consortium meetings, fostering a spirit of inclusivity and collaboration. Given that the Palo Verde Community College District spans both San Bernardino and Riverside Counties, the Palo Verde River Consortium collaborates closely with both counties' Workforce Development Boards.

Moreover, community agencies not currently formal partners of the Palo Verde River Consortium but with a vested interest in adult education are encouraged to engage with Member Districts to contribute to regional enhancement as deemed suitable. This approach ensures that all stakeholders have an opportunity to contribute meaningfully to the Consortium's efforts until formal partnerships can be established.

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

Annually, the Palo Verde River Consortium Board convenes for a decisive vote on a distribution schedule in accordance with section 84913, conducted during a regularly scheduled open meeting. This distribution schedule meticulously outlines the activities delineated in both the Annual Plan and the Three-Year Plan. To streamline fiscal operations, the consortium members have designated the Palo Verde Community College District as the fiscal agent. As such, it assumes responsibility for receiving and distributing funds to each Member District on a monthly basis.

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? *

In accordance with AB104 Legislation section 84917, entities specified therein are required to become participating members of the Palo Verde River Consortium upon receipt of funds from the designated areas. Moreover, new members must signify their agreement to and formally endorse this governance template, acknowledging their understanding of and commitment to abiding by the consortium's governance structure.

For Member Districts seeking to depart or facing potential dismissal, section 84914 delineates criteria such as reluctance or inability to provide services, or consistent ineffectiveness in service provision, which may result in reduced funding or expulsion from the consortium. The Palo Verde River Consortium will utilize these benchmarks to assess whether a member should withdraw or be dismissed.

The Consortium will strictly adhere to membership guidelines outlined in AB104, the Education Code, and Palo Verde River Consortium Member Contracts. Factors considered for potential dismissal include:

Member's willingness and ability to align with the adult education plan

Member's capability to address identified needs in the adult education plan

Member's effectiveness in delivering services in accordance with the plan, with interventions failing to yield improvement

Additionally, the following points supplement considerations specified in AB104:

Regular attendance at monthly Palo Verde River Consortium Board meetings is expected.

Dismissal or admission to the Consortium requires a simple majority vote from the Palo Verde River Consortium Board.

If a member wishes to exit the Consortium, approval from the member's Governing Board is necessary.

In cases of initiation of dismissal by the Palo Verde River Consortium Board, due process will be followed, with notification to the member's Superintendent and Governing Board.

Members may be dismissed from the Consortium for failure to demonstrate effectiveness, with a comprehensive record of intervention steps and dismissal actions maintained in the official minutes of the Palo Verde River Consortium Board Meetings.

Upon dismissal of a member, immediate notification will be sent to the CAEP State office by the Consortium Director.

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

The PVRC Board has elected to postpone this decision until the fiscal year 2025-26. This decision stems from the fact that two of the recently funded voting Member Districts are currently in the process of establishing their adult education centers. Consequently, they will require carryover funds to develop and enhance programs offered through the new adult education centers.

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 oversight of carryover funds within the consortium is conducted quarterly during PVRC Board meetings. Each member thoroughly examines their quarterly expense report to forecast carryover amounts. In the event of necessary fund reallocation, the NOVA Allocation Amendment process is initiated.

PVRC's technical assistance and intervention process are structured into three steps. If an agency fails to meet the carryover threshold for one year, it enters a monitoring phase for the subsequent year. During this period, agencies assess their requirements and undergo program/project budget reviews. A tailored plan is then devised to address agency needs and potentially adjust fund allocations to meet community demands.

Professional development training and guidance documentation are provided as resources to support agencies in this process. Continuous monitoring of agency progress occurs throughout the year, with adjustments made to expenditure forecasts to prevent excessive carryover for two consecutive years.

Should an agency persistently violate the two-year carryover rule, Consortium Members may vote to reduce future funding by an amount equivalent to the agency's carryover, as per guidance from CAEP and regulations outlined in AB1491.

18. How does your consortium define member effectiveness? *

The Palo Verde River Consortium Board assesses member effectiveness through a comprehensive review process. This includes analyzing DIR data, MIS data, fiscal expenditures, per pupil spending, and engaging in open discussions concerning student and agency achievements.

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

The Palo Verde River Consortium operates without specific bylaws governing carryover funds. However, it mandates strict adherence to the carryover funds guidelines established by CAEP, detailed in the Fiscal Management Guide and other pertinent

CAEP directives. Furthermore, PVRC Member Districts enter into an annual Memorandum of Understanding (MOU), which further delineates expectations and frameworks for Member compliance.

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 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	Clint Cowden	
Needles Unified	Unified School District	Dr Garry Cameron	(760) 903-3947
Palo Verde Unified	Unified School District	Josie Koivisto	(760) 922-4164 ext: 1241

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
<p>Garry Cameron Superintendent garry_cameron@needlesusd.org (760) 903-3947</p>
Approved by Dr Garry Cameron

04/30/2024 11:48 AM PDT

Palo Verde CCD - Member Representative

Clint Cowden

VP-ISS

clint.cowden@paloverde.edu

Approved by Clint Cowden

04/25/2024 09:20 AM PDT

Palo Verde Unified - Member Representative

Josie Koivisto

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Approved by Josie Koivisto

04/24/2024 07:14 AM PDT



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