

CAEP
CFAD

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41 Pasadena Area Consortium CONSORTIUM APPROVED

2024-25

Fiscal Declaration - Consortium Approved

Consortium Name: 41 Pasadena Area Consortium

Funding Channel: Direct Funded

Narrative: In previous CFAD discussions, Representatives decided to move to direct funding because this disbursement method would be more efficient. Under the fiscal agent model, the process to distribute funds to members was onerous and inefficient. Member Representatives believe direct funding in the 2023-24 program year improved fiscal efficiency of CAEP fund distribution.

Changes: No Changes

Member Allocations

Member Name	(2024-25)	(2023-24)	(2022-23)
Pasadena Area CCD	\$1,007,365	\$999,186	\$874,838
Pasadena Unified	\$921,019	\$913,186	\$861,281
Temple City Unified	\$379,402	\$376,101	\$355,860
Total Allocated to Members	\$2,307,786	\$2,288,473	\$2,091,979
Total CAEP Funds	\$2,307,786	\$2,290,380	\$2,116,410
Total Remaining	\$0	\$1,907	\$24,431

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 *

15%

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	85%	65%	40%	15%

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? *

PAC members will report all funding sources as required by law. The mechanism for this report will be the Program Area Reporting in NOVA. This Program Report is included as an Agenda Action Item, approved by PAC Board vote, and included in PAC Board minutes which are on the PAC website.

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? *

PAC Bylaws stipulate that member Representatives must be approved by the governing Board of Trustees of the member institution. Any member Representative not approved would be violating the Bylaws. All current member Representatives have been approved by the Board of each member institution.

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

The Calendar of Board meetings will be agreed upon by the PAC Executive Board in May before the 2024-25 program year begins on July 1, 2024. Member Representatives will know well in advance when meetings will occur and attendance is mandatory. All PAC member Reps take Board attendance and deliberations very seriously. Board Rep absences are very infrequent and only occur due to emergencies.

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? *

During the original creation of PAC Bylaws in 2018, the 1 member = 1 vote and 51% majority for decision approval model was agreed upon by founding member Representatives. During the 2022-23 program year, PAC member Representatives updated the consortium Bylaws and believed continuing this model was best. PAC Bylaws have not been updated since 2022-23. Though

Bylaws dictate that approvals are 51%, unanimity is a PAC governing principle. It is the desired outcome that all votes for approval be unanimous.

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 Calendar of PAC Board meetings is agreed upon by the Board well in advance and made public on the PAC website. All PAC Board meetings are held in public and all PAC Board Agendas provide an opportunity for the public to comment on items on the Agenda and items not on the Agenda.

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. *

All agendas and minutes are posted on the PAC website in accordance with the Brown Act (72 hours in advance) and stakeholders from all member institutions are invited to attend. In compliance with AB361, all meetings are held with a teleconference link for the public to attend. All agendas provide an opportunity for the public to comment on items on the Agenda and items not on the Agenda.

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

Public comments are currently not requested to be in writing, but comments made at meetings will be included in the meeting minutes which are on the PAC 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. *

PAC members interact with numerous educational partners, including the Los Angeles County Workforce Development Board (WDB) & Department of Economic Opportunity, regional American Job Centers of California, the Department of Public Social Services, the Department of Rehabilitation, and Community Based Organizations (such as Homeboy Industries, Foothill Unity Center, et. al.) through the course of pursuing the consortium mission. These partners are invited to PAC Board meetings and are encouraged to comment upon Agenda items. These organizations are also involved in the Three Year Plan and Annual Plan planning process.

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

As stated in Article I, Section 3, Clause iii of the PAC Bylaws, "PAC Members will work together, ethically and fairly, to allocate financial resources and achieve efficiency in meeting the needs of PAC students and achieving its Purpose (to efficiently use California Adult Education Program (CAEP) funds to provide adults in its region with educational programs as specified by California AB104).

The PAC understands that it will receive an annual consortium-wide allocation of state CAEP funds. The PAC recognizes that distribution of these funds to PAC Members is guided by Local Control Funding principles and that the Members collectively collaborate to distribute these consortium-wide CAEP funds such that Members have adequate funding to work individually and achieve the consortium Purpose."

The PAC Executive Board (as defined in Article V in the PAC Bylaws) will be the body that collectively determines individual Member Allocation of CAEP funds (herein referred to as "Allocation"). Individual Member Administration must recognize Allocations are determined collectively and collaboratively guided by Local Control Funding principles to achieve the PAC purpose and must minimize influence and interference upon Executive Board determination of Member Allocation. The PAC Members commit to determining Member Allocation in a transparent manner using reasonable data such as student enrollment and performance.

The Board will determine final CAEP Allocation publicly at a PAC Board meeting (as described in Article III, Section 1) the month before the CAEP Consortium Fiscal Agent Declaration (herein "CFAD") is due to the state.

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? *

Membership to the PAC is governed by and complies with all current California State legislation, specifically AB1 and subsequent Ed Code 84900 to 84920.

Institutions participating as members to the PAC are afforded all rights and responsibilities as outlined by California legislation and Ed Code noted above. The Members of the PAC include the following organizations:

- a. Pasadena Area Community College District (PACCD)
- b. Pasadena Unified School District (PUSD)
- c. Temple City Unified School District (TCUSD)

As required by Article IV of the CCAEC Bylaws, member institutions can voluntarily leave the consortium but must provide written notice thirty (30) days prior to vacating membership. Any member that voluntarily chooses to leave the consortium must return its annual Allocation of CAEP funds to the fiscal agent within 30 days of the effective date of leaving. The PAC Executive Board (described in Article V) will determine how to redistribute the Allocation returned by the departing member.

The decision to add a new member requires a two-thirds majority vote.

The decision to remove a current member requires each Representative (as defined in Article V, Section 1 of the PAC Bylaws) to obtain the acknowledgement and approval from the Superintendent/President of the member institution. Vote for approval to remove a member must be a two-thirds majority.

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

15%.

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? *

PAC members monitor amount of carryover held by each member through quarterly expenditure reports in NOVA and Board meetings to approve those expenditure reports. Below are the steps to provide technical assistance as interventions as dictated by Article IV Section 1 of the PAC Bylaws:

- By the end of the 2023-24 Program Year, carryover amounts greater than 15% of a Member's total Allocation indicate Member ineffectiveness.
- In the first year of excessive carryover, Member must provide a detailed plan as to how the carryover will be spent and the Executive Board must approve the plan.
- This is considered Intervention Year 1. If the plan is not executed and carryover exists after Intervention Year 1, the Member is deemed ineffective.

18. How does your consortium define member effectiveness? *

Member Effectiveness is defined in Article IV Section 1 as a Member's ability to consistently meet the Assurances outlined in Article III, Section 3 of the PAC Bylaws. A Member is deemed "ineffective" if the Member consistently fails to meet CAEP Assurances (per the legislative requirements of California Educational Code 84900 – 84920) and all reasonable interventions to improve Member Effectiveness have not resulted in improvements. The most critical of the assurances are:

- i. Program Area Reporting of leveraged funds and instructional hours (this certification is due annually on December 1 of each program year)
- ii. Quarterly expenditure reporting (Q1, Q2 (includes close out), Q3, & Q4)

- iii. Plan Certifications – Three Year plan, Annual Plan, and member work plans
- iv. CFAD and Governance Certification (currently due May 2nd
- v. Quarterly student data reporting into TOPSPro Enterprise (Q1, Q2, Q3, & Q4)

In addition to timely reporting in regards to the above reporting deadlines, Member Effectiveness will be measured by carryover amounts as noted in consideration 17

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

Article IV: Member Effectiveness and Member Removal extensively addresses member effectiveness.

Article IV, Section 2: Reduction of Member Allocation states:

The Board may reduce a Member’s Allocation for the following reasons:

- Members have mutually agreed upon an Amendment to Annual Member Allocation so that one Member can better meet the PAC Purpose.
- The Member no longer wishes to provide services consistent with achieving the PAC Purpose and the PAC Annual Plan.
- The Member is not providing educational programs and services consistent with achieving the PAC Purpose and the PAC Plans.
- The Member is not expending CAEP funds in a manner that adheres to the allowable uses of funds as identified in the CAEP Fiscal Management Guide.
- The Member is consistently not meeting the requirements of Member Effectiveness as defined in Section

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. *

Consortium Bylaws can be found at the link below:

<https://pacadulthood.com/governance/>

Also, consortium Agendas and Minutes detail ongoing efforts to address carryover and member effectiveness.

<https://pacadulthood.com/board-meeting-calendar/>

Member Agencies

Member Agency	Member Type	Contact	Phone
Pasadena Area CCD	District	Dr. Francisco Suarez	
Pasadena Unified	Unified School District	Epifanio Cruz	(626) 396-5640 ext: 20044
Temple City Unified	Unified School District	Richard Lohman	

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)).

Pasadena Area CCD - Member Representative

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Approved by Dr. Francisco Suarez

04/12/2024 04:17 PM PDT

Pasadena Unified - Member Representative

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Approved by Epifanio Cruz

04/15/2024 04:21 PM PDT

Temple City Unified - Member Representative

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Approved by Richard Lohman

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