

California Adult Education Program : CFAD : 2022-23 Produced: Apr 26, 2022, 11:27 PM UTC Trina Cardona

45 Rio Hondo Region Adult Education Consortium

Fiscal Declaration - Consortium Approved

Consortium Name: 45 Rio Hondo Region Adult Education Consortium

Funding Channel: Direct Funded

Narrative: RHRAEC continues to hold annual data meetings to collectively review and discuss the needs of the communities served. As all have stated the pandemic has changed how everyone does business. The members of RHRAEC are committed to serving adult students and meeting their educational and career goals. More than ever RHRAEC is dedicated to serving adult student's needs. Not only has the pandemic changed adult student needs but an influx of immigrants is being embraced for future success. The homeless population is also a priority. Each member agency is dedicated to increase their adult student population and positive outcomes over the next three years and beyond.

Changes: No Changes

Member Allocations

Member Name	(2022-23)	(2021-22)	(2020-21)
El Monte Union High	\$11,244,993	\$10,553,232	\$10,635,379
El Rancho Unified	\$889,835	\$685,183	\$690,516
Rio Hondo CCD	\$637,786	\$498,059	\$501,937
Tri-Cities ROP	\$65,409	\$60,577	\$61,048
Whittier Union High	\$3,292,673	\$3,142,052	\$3,166,509
Total Allocated to Members	\$16,130,696	\$14,939,103	\$15,055,389
Total CAEP Funds	\$16,130,696	\$15,314,438	\$14,718,342
Total Remaining	\$0	\$375,335	\$-337,047

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? *

Each member agency is responsible for reporting, expensing, being transparent, and certifying of their allocation. Monthly and annual/bi-annual data meetings are conducted to ensure members are effective. RHCAEC's MOU is very clear of the expectations of each member agency. Members are dedicated in assisting all member agencies to produce adult student success and positive performance outcomes.

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 member agency is required to send a approved copy of their Board item naming the official designated voting member to the program director. The program director is in charge of updating the members in NOVA.

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

RHRAEC requires a primary voting member and an alternative voting member. If the primary member is unavailable, the alternate will attend meetings. During pandemic new ways of meeting necessitated online meetings (Zoom). If needed, a member agency can join in-person meetings on Zoom.

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? *

The decision-making model began with a simple plan, teach adult students. The members decided that a program director would be needed to organize, keep records, hold meetings and assist chair. As the consortium has evolved and members are constantly changing, our MOU had to become more detailed in describing outcomes, effectiveness and responsibilities. Members vote every three years on the MOU.

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

An agenda for meeting is sent out at least three days before public meeting. Member agencies have the agenda to share at their locations. It is also posted on the RHRAEC website.

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 Chair pre-approves the agenda from the program director. The Chair reviews the agenda items at the beginning of each meeting. Items not on the agenda but have been requested to be included are added to "other" at this time. Attendees are give the opportunity to email addition and/or changes to the program director. All meetings include a Round Table where input is given by each attendee.

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

Minutes are taken at each meeting. The minutes are sent out prior to the following month meeting for review. If changes are needed to minutes, they are emailed to the program director for editing. Minutes are again reviewed in beginning of each

meeting. If needed, changes are made. The Chair then calls for a vote. Program director send voted on minutes to webmaster for upload. Each member has a copy of approved minutes. If requested, minutes are emailed.

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. *

Each member agency has a relationship with outside agencies. The members discuss with outside agencies the needs and benefits each can provide. Those ideas are brought back to the monthly consortium meetings and discussed during round table. As of now, only a few outside agencies have the personnel or ability to attend meetings.

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

RHRAEC is Direct Funded. Each member agency provides a yearly budget and workplan. Discussion of distribution schedule is included, as needed, in a public meeting.

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? *

The MOU addresses responsibilities for members. Steps are spelled out for an ineffective member and CAEP's ineffective member per the June 30, 2021 memo listing CAEP response to ineffective members. All decisions by RHRAEC is based on a majority vote of members.

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

RHRAEC stresses the need to provide positive outcomes for their community and adult students in their community. Data meetings are held annually/bi-annually as the 3 year and annual plans describe. The pandemic is responsible for carry-overs. With so many changes, adult students needing to be home with their children, vaccinations, etc. carryovers are needed for so many things as coming out of the pandemic levels out. Four out of five of our members have union negotiated salaries and benefits packages that are not decided in the funding year but the following year. Currently, it is difficult to find/hire qualified teachers, substitutes and staff. Members hold discussions of redistributing funds as member needs arise.

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

New bylaws have been included to address carry-overs. Members will no longer be able to carry-over for 3 years, as before, members will be able to vote in a public meeting to redistribute funds to members in need for increasing adult student success and positive outcomes by majority vote.

18. How does your consortium define member effectiveness? *

Be responsible for implementing and achieving CAEP REGIONAL THREE YEAR and ANNUAL PLAN goals, objectives, and activities in accordance with the approved CONSORTIUM budget.

Be responsible for implementing and achieving CAEP REGIONAL PLAN reports in accordance with the template and timelines put forth by the CAEP state monitor, to be submitted by the Program Director.

Be responsible for participating in monthly Coordinating Council meetings, and Consortium-wide activities.

Expend allocated CAEP Consortia funds in accordance with the approved CONSORTIUM budget allocations, including by object, objective, and program area.

Report agency budget changes exceeding 20% in expenditures by object, objective, and program area to the Consortium.

Maintain an audit trail, substantiating documentation and certification, required by the CAEP state monitor, using accepted accounting principles.

Be responsible for audit findings and hold CONSORTIUM and its representatives harmless for any audit findings.

Adhere to any/all Federal, State, and Local Laws, Regulations, Rules, Directives and Ordinances; including the policies and directives of the California Community College Chancellor's Office, the California Department of Education, and the CAEP state monitor.

A Member agency may be allocated funds to be used for general or specific "consortium activities." The expenditure of these funds through the member agency will be monitored and tracked separately from funds allocated to the Member for its own CAEP activities. Upon approval of the RHRAEC Members the funds allocated for consortium activities may be re-allocated to another activity. If necessary, the Member will relinquish the re-allocated funds to the appropriate agency or vendor.

Member to provide a chair to serve for one year, on a five-year rotation. The rotation begins with: El Monte/Rosemead Adult School, El Rancho Adult School, Rio Hondo College, Tri-Cities Regional Occupational Program, and Whittier Union Adult School.

Chair to lead in creating and implementing 3-year plan and annual plan vote required, vote and member Board approval.

Each member agency is to provide 2 voting members with active consortium participation and attend monthly meetings, two consecutive meetings of non-attendance will be considered member ineffectiveness.

Members are responsible for reporting into the CAEP NOVA system on/or before due dates-failure will be addressed in consortium meetings as member ineffectiveness.

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

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A Member agency may be allocated funds to be used for general or specific "consortium activities." The expenditure of these funds through the member agency will be monitored and tracked separately from funds allocated to the Member for its own CAEP activities. Upon approval of the RHRAEC Members the funds allocated for consortium activities may be re-allocated to another activity. If necessary, the Member will relinquish the re-allocated funds to the appropriate agency or vendor.

Member to provide a chair to serve for one year, on a five-year rotation. The rotation begins with: El Monte/Rosemead Adult School, El Rancho Adult School, Rio Hondo College, Tri-Cities Regional Occupational Program, and Whittier Union Adult School.

Chair to lead in creating and implementing 3-year plan and annual plan vote required, vote and member Board approval.

Each member agency is to provide 2 voting members with active consortium participation and attend monthly meetings, two consecutive meetings of non-attendance will be considered member ineffectiveness.

Members are responsible for reporting into the CAEP NOVA system on/or before due dates-failure will be addressed in consortium meetings as member ineffectiveness.

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. *

RIO HONDO REGION ADULT EDUCATION CONSORTIUM MOU

Member Agencies

Member Agency	Member Type	Contact	Phone
El Monte Union High	High School District	Trina Cardona	(626) 258-5800 ext: 8805
El Rancho Unified	Unified School District	Cendy Tiscareno	(562) 801-7716
Rio Hondo CCD	District	Yolanda Emerson	(562) 463-4606 ext: 4606
Tri-Cities ROP	Regional Occupation Center/Program (ROC/P)	Daniel Barajas	(562) 698-9571 ext: 103
Whittier Union High	High School District	Dr. Margie Moriarty Ed.D.	(562) 698-8121 ext: 1305

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)).

El Monte Union High - Member Representative

Trina Cardona
Principal
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Carrie Frogue
Program Administrator
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Approved by Trina Cardona

04/26/2022 04:27 PM PDT

El Rancho Unified - Member Representative

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Approved by Cendy Tiscareno

04/26/2022 10:55 AM PDT

Rio Hondo CCD - Member Representative

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Approved by Yolanda Emerson

04/26/2022 01:06 PM PDT

Tri-Cities ROP - Member Representative

Daniel Barajas

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John Smith

Superintendent

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Approved by Daniel Barajas

04/26/2022 01:06 PM PDT

Whittier Union High - Member Representative

Margie Moriarty

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Juan Anzaldo

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Approved by Dr. Margie Moriarty Ed.D.

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