

# 54 Santa Barbara Adult Education Consortium

## Fiscal Declaration - Consortium Approved

**Consortium Name:** 54 Santa Barbara Adult Education Consortium

**Funding Channel:** Fiscal Agent

**Fiscal Agent:** Santa Barbara CCD

**Narrative:** The planned allocations are consistent with the annual plan and three-year plan and continue to meet our Consortium's estimated outcomes by providing programmatic needs and services and implementing new programs with Santa Barbara City College and external community partners. The Consortium will continue to focus on the seven Statewide CAEP target programs with a focus on economic mobility. The Consortium is dedicated to: 1) Continue building pathways to credit for existing and new CAEP programs; 2) Fill gaps in Short-Term Vocational Training and improve existing no credit programs; 3) Establish support for programs for adults who have not obtained a high school diploma or equivalent; 4) Support programs in career technical education and provide job placement assistance; 5) Maximize tuition-free offerings in all allowable CAEP categories and cross-pollinate with WIOA and Strong Workforce initiatives; 6) Prioritize the collection of accurate data and analytics for all CAEP programs, external partners, and services; 7) Work with our credit partners in their Guided Pathways and Vision for Success initiatives; 8) Continue outreach to community providers of education and foster collaboration; 9) Be responsive to the recommendations of the Centers of Excellence for Labor Market research and BW Research environmental scans and gaps analysis with a focus on how COVID-19 has changed the workforce in Santa Barbara County. 10) COVID-19 Programmatic Recovery: Support distance learning (live video conferencing) initiatives and provide, where feasible, professional development training in this area for faculty and staff in CAEP programs; 11) Continue to implement professional development that addresses systemic racial injustices within our membership, partners, and programs; 12) Collaborate with the local Workforce One-Stop and other entities to increase adult learner support systems (housing, foodbank resources, and public assistance programs); 13) Extend programming and services in all of Santa Barbara South County with an emphasis in Carpinteria and Goleta; 14) Develop a strategic marketing plan to increase enrollment.

**Changes:** Item #14 above, "to develop a strategic marketing plan to increase enrollment", has been added to the list of the Consortium's goals. This item is also included in our 2022-2025 Three-Year Plan.

## Member Allocations

Member Name	(2023-24)	(2022-23)	(2021-22)
Santa Barbara CCD	\$998,248	\$912,536	\$845,126
<b>Total Allocated to Members</b>	<b>\$998,248</b>	<b>\$912,536</b>	<b>\$845,126</b>
<b>Total CAEP Funds</b>	<b>\$998,248</b>	<b>\$923,193</b>	<b>\$866,359</b>
<b>Total Remaining</b>	<b>\$0</b>	<b>\$10,657</b>	<b>\$21,233</b>

## 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? \***

All members have committed to reporting funds. The members will submit to the Chair of the Consortium timely reports in accordance with the State Chancellor's Office reporting requirements. The expenditure of funds will be evaluated by the Consortium members to ensure alignment with the goals and outcome measures of the Consortium and the State.

**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 members are required to submit to their governing body an agenda item to allow the governing body to officially appoint the member as the representative of the body. The members will report to the Chair of the Consortium the Agenda item and the minutes from the board showing approval and official designation of the member as a representative to serve on the Consortium.

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

All decisions are made at regular (or special) meetings of the Consortium. Consortium members are required to attend regular meetings and any special meetings called. A quorum is established with the majority of members in attendance. In the event a member cannot attend a meeting, that member may temporarily appoint an agent or representative from their organization with delegated authority. Such delegated authority must be in writing and signed by the member prior to the meeting.

**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 members met and discussed governance, planning and decision-making, and unanimously agreed on the decision making model contained herein.

**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 Consortium members unanimously agreed to comply with the provisions of the Ralph M. Brown Act.

**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 Consortium has a web page devoted to its membership, meetings, reports, and activities. In accordance with the Ralph M. Brown Act, at least 72 hours prior to a regular meeting the Consortium will post the agenda on its web page and outside the meeting entrance containing a brief general description of each item to be discussed or transacted at the meeting, including items to be discussed in closed session. 24 hours' notice will be provided prior to any special meetings. Any member of the public may attend meetings and will be allowed to provide comment on any agenda item by submitting a completed speakers slip at the beginning of a meeting. Public comment will be limited to 3 minutes per individual.

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

Any public comments received in writing in advance of the meeting will be read aloud during the meeting.

**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 Consortium will solicit and consider comments and input regarding a proposed decision from other entities that provide education and workforce services for adults in the region by announcing its tentative decision in its regularly scheduled meetings and soliciting comment from these entities at the time of the meeting.

The Chair of the Consortium may limit comment time of each entity to 10 minutes or less in the interest of conducting a meeting in a timely manner. Members of the Consortium will consider comments and can make a final decision at the meeting, or defer a decision for further consideration.

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

A) designated a member to serve as the fund administrator to receive and distribute funds from the program

**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? \***

Mandatory members (those who shall join in accordance with the legislature) will be allowed to join automatically. Mandatory members may not be dismissed from the Consortium. If a representative of a mandatory member needs to leave, the governing body of that member must officially designate a new representative. Permissive members (those who may join

in accordance with the legislature) are allowed to join by a majority vote of the members. If a permissive member decides to leave the Consortium, a letter of resignation, approved by their governing body, must be submitted giving the Consortium 60 days' notice. A permissive member may be dismissed for nonperformance or noncompliance by a majority vote of the members.

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

The Consortium defines "excessive" as more than 50% of unspent funds by the middle of the 3-year expenditure timeline.

**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 Consortium requires all programs that receive funding to submit quarterly reports which describe program effectiveness and expenditures. The quarterly reports also include a timeline that each program is required to follow. If programs are unable to expend their funds based on the Consortium approved timeline, funds are recaptured and redistributed via a local Consortium Request for Proposal process. All discussions regarding carryover are discussed at a Public Meeting and a decision is made to redistribute funds via the same Request for Proposal process.

**18. How does your consortium define member effectiveness? \***

Member effectiveness is based on the increase in enrollment and increase of attendance hours resulting in higher FTES in all seven CAEP programs. The increase of State certificates in all seven CAEP programs. The increase of community partners that serve our adult learners in either school or job skills training. Measuring the results of CAEP pilot programs with our community partners to understand the value of each program and the number of students served. The development of new noncredit programs in CTE areas such as health, business, and information communication technology sectors.

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

None.

**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. \***

Consortia Report on Governance Compliance of Rules and Procedures updated as of April 28, 2023

## Member Agencies

Member Agency	Member Type	Contact	Phone
Santa Barbara CCD	District	Corlei Prieto	(805) 683-8285
Carpinteria Unified	Unified School District	Gerardo Cornejo	(805) 684-4107
Santa Barbara Co. Office of Education	County Office of Education (COE)	Noelle Barthel	(805) 964-4710 ext: 4463
Santa Barbara County Workforce Dev. Board	Other	Luis Servin	(805) 614-1543

## 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)).

### Carpinteria Unified - Member Representative

**Gerardo Cornejo**  
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(805) 684-4107

Approved by Gerardo Cornejo

05/03/2023 02:39 PM PDT

### Santa Barbara CCD - Member Representative

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Account Technician III  
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Approved by Corlei Prieto

05/02/2023 09:05 PM PDT

**Santa Barbara Co. Office of Education - Member Representative**

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Approved by Noelle Barthel

05/03/2023 06:11 AM PDT

**Santa Barbara County Workforce Dev. Board - Member Representative**

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Approved by Luis Servin

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