

California Adult Education Program : CFAD : 2022-23 Produced: May 2, 2022, 05:16 PM UTC William Neddersen

## 62 South Orange County Regional Consortium (SOCRC)

### Fiscal Declaration - Consortium Approved

**Consortium Name:** 62 South Orange County Regional Consortium (SOCRC)

**Funding Channel:** Direct Funded

**Narrative:** The South Orange County Regional Consortium voted unanimously at their Executive Committee meeting held on Monday, April 25, 2022, to continue with the Direct Funded fiscal administration model and to distribute the Cost-of-Living Adjustment according to the percentage of allocation for each service-provider agency to total allocation. The baseline allocation prior to the addition of the COLA, was the continuance of the prior year's allocation plus .295 percent for each funded agency except Saddleback College to eliminate the unallocated 1.4777% of funds from the prior year redistribution. Per statute, no funded member is receiving less than the prior year allocation. Based on the mission and vision statements, members created overarching goals, objectives and action steps that are included in the annual report and are directly related to the member allocation. All service provider agencies will present budget expenditure and service provision updates on a quarterly basis at the SOCRC Executive Committee meetings. Requests for large capital outlay or projects by any service provider member are presented to the Executive Committee for review and approval.

**Changes:** No Changes

### Member Allocations

Member Name	(2022-23)	(2021-22)	(2020-21)
College and Career Advantage	\$461,665	\$418,956	\$396,644
Irvine Unified	\$562,183	\$513,444	\$440,723
Irvine Valley College	\$514,124	\$468,268	\$468,946
Laguna Beach Unified	\$123,341	\$100,926	\$101,070
Saddleback College	\$2,765,444	\$2,599,574	\$2,479,179
South Orange County CCD	n/a	n/a	\$252,266
Tustin Unified	\$978,899	\$905,166	\$906,475
<b>Total Allocated to Members</b>	<b>\$5,405,656</b>	<b>\$5,006,334</b>	<b>\$5,045,303</b>
<b>Total CAEP Funds</b>	<b>\$5,405,656</b>	<b>\$5,132,115</b>	<b>\$4,932,353</b>
<b>Total Remaining</b>	<b>\$0</b>	<b>\$125,781</b>	<b>\$-112,950</b>

## 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? \***

Funding for each agency from CAEP and other sources such as Workforce Innovation and Opportunity Act, Local Control Funding Formula, Student Centered Funding Formula, apportionment, Strong Workforce Programs, Perkins, or other funding source will be identified and reported quarterly at the Executive Committee of the South Orange County Regional Consortium. Reports will include how much funding is spent, what it is being spent on, and the balance of funding including anticipated carryover. In addition, any capital expenditure (\$100,000 or more) must be presented at a monthly Executive Committee meeting for the review and approval of the membership.

**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? \***

The consortium requires that before a new representative is assigned to the Executive Committee and assumes voting privileges, the responsible school district must provide proof through resolution and meeting minutes that the Board of Education or Trustees has taken action at a properly noticed public meeting to appoint the new representative as a voting member of the SOCRC who will represent the interests and actions of the school district.

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

Members of the Executive Committee are provided adequate notice of each monthly meeting including agendas and materials related to discussions and decisions expected at each meeting. The Consortium will be considering moving to eleven voting meetings (no meeting in July) per year to better accommodate business of the SOCRC that requires members to take voting action. In addition, members who are not able to make the monthly meeting may submit an email explaining their position on the item and how they will vote, or they can send a proxy.

**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 consortium members used the consensus model for decision making during the 2014/15 planning process under the previous AB86 grant for Adult Education programs to plan the transition to consortium-based governance and programming. During a review of the by-laws for the consortium in 2021, the consortium members agreed that votes or decisions would be a simple majority.

Language is included in Article III: Meetings,

Section 6: Voting

Decisions shall be reached by a simple majority vote (see below description of votes). Proxy voting shall be permitted, as long as there is documentation provided that shows that the proxy vote is approved by the member organization's governing board and on file with the consortium at time of the vote. In the event of a designee change, new documentation will be submitted by the member identifying the member organization's governing board approved member and approved proxy.

All decisions under the jurisdiction of the Executive Committee will be decided by a simple majority vote unless otherwise indicated in these by-laws.

The voting structure will be reviewed annually in the spring. Maintaining one vote per member is contingent upon effective and consistent participation in the work of the Consortium. The Executive Committee will evaluate the effectiveness of member participation.

**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 SOCRC will continue the practice of properly noticing meetings that include business and governance of the consortium per the Brown Act standard of 72 hours notice prior to the start of the meeting. Notice will include an itemized agenda that clearly identifies which items are for discussion (no voting), action (voting), regular business, or agency reports. Where appropriate, particularly for action items, a description of the decision to be made, plus any supporting documentation such as budgets or reports shall also be attached to the agenda. Agendas will be posted on the SOCRC website, as well as through the regular posting process for each agency of the SOCRC.

**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. \***

Each agenda will also describe the process used for public comment and allocate time at the beginning of the agenda to bring forward areas of interest or concern to the public that are not included in any of the posted agenda items. If the public wishes to comment on items on the agenda, time will be designated after the members have had a discussion and before a vote or decision is made. If the public is commenting on a discussion item, those comments will be included in the minutes of the meeting and can be referred to during future meetings where a decision will be made, but consortium members cannot vote or make decisions on items that have been identified as discussion only.

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

All comments made by the public during publicly noticed meetings shall be entered into the formal minutes of the meeting, which are approved at a subsequent Executive Committee meeting. Minutes will also be archived on the SOCRC website under the governance tab in order to be publicly available at any time.

**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. \***

During the AB86 planning process, the SOCRC cultivated a list of interested parties and community partners into an email group. The consortium has sent the agendas to this group in accordance with Brown Act notice and reporting requirements.

During the 2022/23 program year, Executive Committee members will review and update the list of public or governmental agencies, community-based organizations, workforce development partners, and internal departments who may have an interest in the business of the SOCRC. Meeting notices and agendas will be sent to the agency or organization representatives to encourage community participation.

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

The SOCRC went through an extensive three-month process of reviewing, updating and approving by-laws for the consortium in the 2020/21 program year. The review included looking at what the consortium originally approved, scanning other similar

consortiums' documents, and discussing decisions that required legal input or were referred to CAEP TAP for clarification.

Because the consortium was switching fiscal administration models in May 2021 ahead of the 2021/22 program year, a great deal of time was spent on how the consortium would handle fiscal decisions, and in particular the distribution or allocation of funding for the 2021/22 program year and beyond. This process is written into the consortium's by-laws and includes a provision that the distribution schedule will be approved at the April meeting prior to the submission of the CFAD.

The consortium will again review their by-laws in summer 2022 to ensure that the by-laws reflect the ideology and practices of the organization, as well as uphold the laws of the State of California in relation to the funding and program regulations.

**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 consortium currently does not include specific language in their by-laws that addresses how a member may be dismissed from the consortium. That language will be determined during the by-law review in summer 2022 and included in the new formally adopted by-laws for the consortium in September 2022.

The following reflects the current language regarding joining or leaving the consortium:

ARTICLE II — MEMBERSHIP

Section 1: Membership in SOCRC is governed by current California state legislation.

Section 2: The members of SOCRC are:

- Capistrano Unified School District (CUSD)
- Coastline Regional Occupational Program (Coastline ROP)
- College and Career Advantage (CCA)
- Irvine Unified School District (IUSD)
- Irvine Valley College (IVC)
- Laguna Beach Unified School District (LBUSD)
- Orange County Department of Education (OCDE)
- Saddleback College (SC)
- Saddleback Valley Unified School District (SVUSD)
- Tustin Unified School District (TUSD)

Section 3: Each of the organizations in section 2 is represented in the Executive Committee by the official designated by their respective local governing boards or elected Superintendent. Additional representatives from each member organization may attend the Executive Committee meetings. All members are expected to abide by the bylaws of SOCRC.

Section 4: Non-voting membership: The Executive Committee shall have the authority to establish and define non-voting categories of membership. Other organizations serving adults in the SOCRC region may be invited to participate in the consortium as non-voting members.

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

In the past, the consortium has allowed members to self-monitor budgets and carryover funds. Beginning with the 2022/23 program year, the funded or service-providing members of the consortium will report quarterly on expenditures, fund balances and current/expected carryover funds. Not only will this provide more transparency for how the funds are being spent but will

allow the consortium to better distribute funding between agencies and support the agencies who are not meeting expenditure requirements for regular and carryover funds.

Funds used for business of the consortium are currently reported on a quarterly basis.

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

Currently there are no provisions within the by-laws that guide or provide oversight for carryover funds. This will be addressed during the annual review of by-laws in summer 2022. There are two possible areas that the new sections could be placed: 1) Article I: General Provisions, Section 4: Funding; or 2) Article VIII: Fiscal Agent or Direct Funding, with a new section heading identifying administration of carryover funds.

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

Under Article IV: Executive Committee; Section 3: Voting:

Member effectiveness will be defined as

- 1) regular attendance and participation at planning and quarterly meetings;
- 2) participation and contribution to the development of the annual and three-year plan;
- 3) financial expenditures are aligned to annual and three-year plan goals and CAEP guidelines;
- 4) funds are expended in a timely manner in accordance with CAEP guidelines.

A process will be developed, as needed, to determine member ineffectiveness and interventions in accordance with CAEP guidelines and EC 84914.

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

Under Article IV: Executive Committee; Section 3: Voting, the final sentence states that a process will be developed, as needed, to determine member ineffectiveness and interventions in accordance with CAEP guidelines and EC 84914. This is a new provision that will be discussed and determined in the by-law review for summer 2022.

**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. \***

The consortium is in the process of establishing a new website for the public. All of the governing documents for the consortium have not been transferred to the new website. When the website is live, a link to the by-laws for the SOCRC will be sent to CAEP TAP to formally update documents and supporting documents for the consortium.

## Member Agencies

Member Agency	Member Type	Contact	Phone
<a href="#">Capistrano Unified</a>	Unified School District	Brittany Casey	(949) 489-7216
<a href="#">Irvine Unified</a>	Unified School District	Dr. Rebecca Roberts	(949) 936-7405
<a href="#">Irvine Valley College</a>	College	Debbie Vanschoelandt	(949) 367-8310
<a href="#">Laguna Beach Unified</a>	Unified School District	Dr. Chad Mabery	(949) 497-7700
<a href="#">Saddleback College</a>	College	Karima Feldhus	
<a href="#">Saddleback Valley Unified</a>	Unified School District	David Gordon	(949) 589-7456
<a href="#">South Orange County CCD</a>	District	Roxanne Metz	
<a href="#">Tustin Unified</a>	Unified School District	Christine Matos	(714) 730-7395
<a href="#">Coastline ROP</a>	Regional Occupation Center/Program (ROC/P)	Dr. Brian Dozer	(949) 429-2222
<a href="#">College and Career Advantage</a>	Regional Occupation Center/Program (ROC/P)	Patricia Romo	(949) 234-9464
<a href="#">Orange County Department of Education</a>	County Office of Education (COE)	Fatinah Judeh	(714) 349-3073

## 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)).

### Capistrano Unified - Member Representative

**Brittany Casey**

Principal, Capistrano Union High School

[bhcasey@capousd.org](mailto:bhcasey@capousd.org)

(949) 489-7216

Approved by Brittany Casey

05/02/2022 08:52 AM PDT

**Coastline ROP - Member Representative**

**Brian Dozer**

Superintendent

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(949) 429-2222

Approved by Dr. Brian Dozer

05/02/2022 10:14 AM PDT

**College and Career Advantage - Member Representative**

**Patricia Romo**

Executive Director

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Approved by Patricia Romo

05/02/2022 10:09 AM PDT

**Irvine Unified - Member Representative**

**Rebecca Roberts**

Director of Alternative Education

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(949) 936-7405

Approved by Dr. Rebecca Roberts

05/02/2022 09:01 AM PDT

**Irvine Valley College - Member Representative**

**Debbie Vanschoelandt**

Dean, Career & Continuing Education and Integrated Design, Engineering and Automation



Dean, Career & Continuing Education, and Integrated Design, Engineering and Automation

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Approved by Debbie Vanschoelandt

05/02/2022 09:23 AM PDT

**Laguna Beach Unified - Member Representative**

**Chad Mabery**

Assistant Superintendent

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Approved by Dr. Chad Mabery

05/02/2022 07:35 AM PDT

**Orange County Department of Education - Member Representative**

**Fatinah Judeh**

Coordinator

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Approved by Fatinah Judeh

05/02/2022 05:02 AM PDT

**Saddleback College - Member Representative**

**Karima Feldhus**

Executive Dean, Extended Learning

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Approved by Karima Feldhus

05/02/2022 08:11 AM PDT

**Saddleback Valley Unified - Member Representative**

**David Gordon**

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(949) 589-7456

Approved by David Gordon

05/02/2022 08:01 AM PDT

**Tustin Unified - Member Representative**

**Christine Matos**

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**William Nedderson**

Coordinator

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(714) 730-7395

Approved by William Nedderson

05/02/2022 10:16 AM PDT



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