

California Adult Education Program : CFAD : 2023-24 Produced: Apr 27, 2023, 03:32 PM UTC Joe Trejo

67 West Hills College Consortium

Fiscal Declaration - Consortium Approved

Consortium Name: 67 West Hills College Consortium

Funding Channel: Fiscal Agent

Fiscal Agent: West Hills CCD

Narrative: The West Hills College Adult Education Consortium (WHAEC) anticipates an increase in enrollments for FY 2023-2024. CAEP members' goal is to use the allocation to offer courses based on students' and labor demand needs. Members are anticipating a growth in the number of courses offered. The consortium has agreed to continue the same fiscal agent format with West Hills Community College District providing that role and the reporting lead. WHAEC will continue to address educational and training gaps identified in the region, including, but not limited to, low education levels, no high school diploma, limited English speakers, lack of basic computer skills, and low career skill set levels. Instruction in ESL, Citizenship/Civics, diploma/HSE, basic computer literacy, parent education to support k12 students' success, courses for students with disabilities, and Career and Technical Education have all been expanded into most communities served by the consortium as the demand for these programs has consistently increased. All members are addressing and aligning instructional programs with our 3-year plan.

Changes: No Changes

Member Allocations

Member Name	(2023-24)	(2022-23)	(2021-22)
Armona Union Elementary	n/a	n/a	\$84,669
Coalinga-Huron Unified	\$123,661	\$110,623	\$84,669
Firebaugh-Las Deltas Unified	\$123,661	\$110,623	\$84,669
Golden Plains Unified	\$123,661	\$110,623	\$84,669
Lemoore Union High	\$123,661	\$110,623	\$84,669
Mendota Unified	\$128,743	\$115,705	\$104,065
Reef-Sunset Unified	\$264,033	\$250,995	\$236,038
West Hills CCD	\$231,887	\$218,849	\$224,215
West Hills College Coalinga	\$123,661	\$110,623	\$84,669
West Hills College Lemoore	\$123,661	\$110,623	\$84,669
Total Allocated to Members	\$1,366,629	\$1,249,287	\$1,157,001
Total CAEP Funds	\$1,366,629	\$1,263,877	\$1,186,070
Total Remaining	\$0	\$14,590	\$29,069

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 *

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? *

WHAEC members are required to submit their quarterly expense reports in NOVA, and expenditure reports are year-to-date (cumulative). Once the member's expense report is submitted, the members, WHEAC Director, and fiscal agent staff must review, approve, and certify. WHAEC members will adhere to the CAEP Fiscal Management Guide target spending requirements; Q1 - 20%, Q2 - 40%, Q3 - 60%, and Q4 - 80%. WHAEC Director and fiscal agent accountant will evaluate the available funds quarterly and notify members if there are any concerns regarding the CAEP funds.

In addition, WHAEC will use the FIFO (First In, First Out) report to track that members are expending the CAEP funding within the required 30 months, and the WHAEC Director will review quarterly financial reports during the WHAEC public meetings. In accordance with Carryover Funds (EC 84914), effective FY 23-24, CAEP members are allowed to carryover 20%, and any carryover exceeding 20% will be reallocated to the WHAEC members and fiscal agent CAEP programs that meet carryover requirements.

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? *

WHAEC recognizes the importance of each member having a CAEP representative and adheres to Assembly Bill (AB) 104 – Section 39 (Chapter 13, Statutes of 2015), education code 84905:

A. 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.

B. A member of the consortium shall be represented only by an official designated by the governing board of the member.

C. CAEP members must provide a copy of their governing board-approved resolution or minutes to the WHAEC Director.

D. WHAEC Director will notify members of the new member approval at the next public meeting, which will be documented in the minutes.

E. WHAEC approved designated members:

I. Coalinga-Huron Unified School District – Claudia Vosburg

II. Firebaugh-Las Deltas Unified School District – Terry Anderson

III. Golden Plains Unified School District – Joe Trejo

IV. Lemoore Union High School District – Chuck Gent

V. Mendota Unified School District – Emilio Anguiano

VI. Reef-Sunset Unified School District – Jicela Soto

VII. West Hills College Coalinga – Ashlin Matos and Justin Garcia

VIII. West Hills College Lemoore – Christopher Whiteside

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

WHAEC recognizes the benefits of active participation by all members in the decision-making process and adheres to Assembly Bill (AB) 104 – Section 39 (Chapter 13, Statutes of 2015), education code 84905.

A. All members of the consortium shall participate in any decision made by the consortium.

B. The meeting calendar for the fiscal year is developed collaboratively with members in the August meeting, and members receive a recurring meeting invite.

- C. The WHAEC public meetings schedule is posted at the WHCCD [BoardDocs](#) website.
- D. A proposed decision is considered at an open, properly noticed public meeting of the consortium at which members of the public may comment.
- E. A decision is final.
- F. Public meeting agendas and documents are posted 72 hours in advance at the WHCCD [BoardDocs](#).
- G. Members are required to submit action meeting items a week prior to the meeting.
- H. WHAEC provides the public and members with adequate notice of a proposed decision and considers any comments submitted by members of the public.
- I. Comments submitted by members of the public are noted in the meeting minutes and distributed publicly in the WHAEC [BoardDocs](#).

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? *

WHAEC decision-making adheres to Education Code 84905 and conforms to Brown Act regulations regarding public meeting notices and public comments. All members of the consortium participate in any decision made by the consortium in public meetings as well as approval and certification in NOVA. WHAEC Director will communicate with members and make them part of the decision process in an effort to reach a consensus. When consensus cannot be reached, the majority vote (51%) of the voting members will rule, and each member will have one vote. A quorum is established if a majority (5 out of 8) of the members are in attendance. Please refer to the aforementioned information on questions 5-7.

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 WHAEC will act in accordance with the Brown Act of 1953 and adheres to the education code 54950. WHAEC lists the action items, items of discussion, and CAEP reports in the agenda and provides 72 hours of notice to the public. Proposed decisions will be introduced, discussed, will allow public comment time, and will be voted upon by official voting members. Members of the public who wishes to address the consortium on any item of interest to the public may do so under the item on the agenda entitled "Public Comments." Without taking action, consortium members may briefly respond to statements made or questions posed by the public about items not appearing on the agenda. In keeping with its right to determine the length of time to be allotted to agenda items, the consortium has determined that the overall time to be allowed for the agenda item entitled "Public Comments" shall not exceed three (3) minutes per person, and a total time of 20 minutes, unless there are extenuating circumstances, in which case the consortium may extend the overall time limit.

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. *

WHAEC recognizes the benefits that are derived when input from the public is included as part of a transparent decision-making process and will act in accordance with the Brown Act of 1953 and educational code 54950. WHAEC lists the action items, items of discussion, and CAEP reports in the agenda and provides 72 hours of notice to the public. The WHAEC public meeting agendas are listed in the WHCCD [BoardDocs](#) and at the location of the meeting for the public to view in advance. WHAEC encourages the public to comment on any items to meet the need of the community. WHAEC will take into consideration the public comments to serve the community and close any services gap. Members of the public may address the voting board at a regular meeting during public comment time or may place an item on the agenda by submitting a written summary of the item at least seven (7) days prior to the board meeting.

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

All public comments during meetings will be included in meeting minutes that will be available to all members and the general public. The WHAEC public meeting minutes will be posted on the next meeting agenda as an attachment document, and the public can access these documents at the WHCCD [BoardDocs](#) 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. *

WHAEC will add all interested entities to a distribution email list; this list of entities will be included in the dissemination of meeting information. All members will make suggestions for contacting/adding their local entities to the distribution list.

The current list of partners includes Fresno County WIB, Kings County WIB/JTO, Fresno County Department of Human Services, National Farmworker Job Programs, Fresno County Workforce Connection, Coalinga-Huron Unified School District, Firebaugh-Las Deltas Unified School District, Golden Plains Unified School District, Lemoore Union High School District, Mendota Unified School District, Reef-Sunset Unified School District, West Hills College Coalinga, WHC Firebaugh Center, West Hills College Lemoore, and High School Equivalency Program.

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

WHAEC official voting members will review and ensure funds apportioned for the program shall be used only for the support of items listed in Ed Code 84913 of the California Adult Education Program. CAEP funds will only be utilized specifically for meeting the Adult Education goals and objectives of AB104. The distribution schedule will be reflective of decisions made by the voting consortium members.

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? *

Any education institution requesting to Join the WHAEC needs to submit a formal request in writing stating the CAEP services they are planning to provide and the area in the consortium district they are planning to serve. The request to join or leave the WHAEC needs to be submitted in writing by writing by March. All changes in WHAEC membership will be listed as an action item on the next meeting agenda for members voting.

If a consortium decides that a member has been consistently ineffective in providing services that address the needs identified in the adult education plan and is not following the member requirements as listed in the CAEP Program Guidance Section 5, and the Annual Plan General Assurances, the consortium must take the following steps:

Reduction of Member's Funding due to ineffectiveness:

1. Consortium director must monitor member performance related to the CAEP assurances and identify members for non-compliance.

2. Document the member's ineffectiveness (what requirements are they not meeting, etc.)

3. Notify the member that they are being monitored for effectiveness and their funds could be reduced as a result.

4. Consortium director must provide members technical assistance and/or reach out to the CAEP Technical Assistance Project(TAP) as part of the reasonable intervention to help their members.

5. Provide the information in # 1 - # 4 to the State Office of CAEP.

6. If no improvements after steps # 1 - 5, reduce the member's funding and update the CFAD allocation schedule for the next fiscal year.

7. If a consortium chooses to decrease the member's funding, the consortium must document the reason, the technical assistance/reasonable intervention provided, and the public meeting minutes of how/when the decision was made. This documentation must be posted to the consortium's Supporting Documentation section in NOVA. The consortium will copy the CAEP Office on all correspondence related to member funding reduction. A consortium that makes a finding by majority vote based on a member having excessive carryover for at least two consecutive fiscal years may reduce the member's allocation by no more than the amount of the member's carryover.

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

In accordance with AB 1491 Carryover Threshold, WHAEC's definition for excessive carryover will be more than 20%. WHAEC will use the FIFO (First In, First Out) report to track that members are expending the CAEP funding within the required 30 months. In the event that members are not able to provide a plan to expend the funds six (6) months prior to the expiration of the funds, members have to agree to pass the funds to other members who can expend the funds by providing additional classes by the 30-month deadline. Any pass-through funds from CAEP member to member will be approved by the consortium members during the final CAEP allocation approval.

In accordance with Carryover Funds (AB 1491), effective FY 23-24, CAEP members are allowed to carryover 20%, and any carryover exceeding 20% will be reallocated to the WHAEC members and fiscal agent CAEP programs that meet carryover requirements.

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? *

WHAEC will use the Consortia Report on Governance Compliance of Rules and Procedures, the CAEP Fiscal Management Guide, and the AB104/CAEP Program Guide to ensure that programs are in compliance with carryover. WHAEC will adhere to the response to question 16 on this document to govern carryover.

18. How does your consortium define member effectiveness? *

WHAEC adheres to the CDE and CCCCO member effectiveness identified measures listed below and has added additional requirements to solidify the effectiveness of the consortium:

1. Each member must participate in completing and updating the Annual Plan Template in Nova.
2. CAEP member funds must be expended within the seven program areas, and services provided must be consistent with the 3-year and Annual Plan.
 - I. Elementary and secondary basic skills, including classes required for a high school diploma or high school equivalency certificate;
 - II. Programs for immigrants eligible for educational services in citizenship, English as a second language, and workforce preparation;
 - III. Programs for adults, including older adults, for entry or re-entry into the workforce;
 - IV. Programs for adults, including older adults, to develop knowledge and skills to assist elementary and secondary school children to succeed academically;
 - V. Programs for adults with disabilities;
 - VI. Short term career technical educational programs with high employment potential;
 - VII. Programs offering pre-apprenticeship training, in coordination with apprenticeship program(s), as specified.
3. Each member must participate in completing and updating the 3-year Consortia Plan, including any amendments in Nova.
4. Member expenditures of CAEP funds must align with the objectives of the consortium's annual plan as approved by the WHAEC consortium board.
5. Members are required to participate in a minimum of 4 consortium/public meetings per fiscal year.
6. Members participate in consortium final decisions.

7. Members report student-level enrollment data and outcomes for quarterly and final reporting.
8. Members must share information on programs offered by submitting the CAEP course list to WHAEC Director, and the resources being used to support the programs.
9. Members provide services that address the needs identified in the adult education Annual Plan.
10. K12 members need to get their CAEP courses approved by CDE each fiscal year: <https://caadultedreporting.org/>
11. Members file financial expenditure and progress reports with the WHAEC consortium and input financial data in Nova.
12. Members need to have a plan to expend the CAEP funds within the 30-month deadline.
13. Members unable to expend the fund within 30 months, need to notify WHAEC Director in writing to request to reallocate the funds to other members.

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

WHAEC will use the Consortia Report on Governance compliance of Rules and Procedures, the CAEP Fiscal Management Guide, and AB104/CAEP Program Guide to ensure that programs are in compliance with member effectiveness.

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. *

WHAEC will use the WHCCD [BoardDocs CA Adult Education Program](#) webpage to post any consortium documents.

In addition, WHAEC will use the [West Hills Adult Education Consortium web page](#) to post any information for the students regarding courses and services.

Member Agencies

Member Agency	Member Type	Contact	Phone
Armona Union Elementary	Elementary School District	Laurie Blue	(559) 583-5060
Coalinga-Huron Unified	Unified School District	Desmond Agbontaen	(559) 935-7500 ext: 12503
Firebaugh-Las Deltas Unified	Unified School District	Terry Anderson	(559) 659-3899
Golden Plains Unified	Unified School District	Joe Trejo	(559) 977-1874
Lemoore Union High	High School District	Chuck Gent	(559) 924-6610 ext: 1202
Mendota Unified	Unified School District	Mendota Unified School District Emilio Anguiano	(559) 906-3747
Reef-Sunset Unified	Unified School District	Jicela Soto	(559) 386-9083 ext: 1012
Riverdale Joint Unified	Unified School District	n/a	
West Hills CCD	District	Cecilio Mora	(559) 934-2430
West Hills College Coalinga	College	Justin Garcia Psy.D.	(559) 934-2172
West Hills College Lemoore	College	Christopher Whiteside	(559) 925-3147
Kings Co. Office of Education	County Office of Education (COE)	n/a	

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)).

Coalinga-Huron Unified - Member Representative

Desmond Agbontaen
 Director of Fiscal Services
 dagbontaen@chusd.org

(559) 935-7500 ext: 12503

Claudia Vosburg

cvosburg@chusd.org

(559) 935-7565

Approved by Claudia Vosburg

04/26/2023 07:38 AM PDT

Firebaugh-Las Deltas Unified - Member Representative

Terry Anderson

Director of Administrative Services

tanderson@fldusd.org

(559) 659-3899

Maria Calderon

Business Manager

mcalderon@fldusd.org

Approved by Terry Anderson

04/26/2023 07:42 AM PDT

Golden Plains Unified - Member Representative

Joe Trejo

Adult Education Director

jtrepo@gpusd.org

(559) 977-1874

Lupe Munguia

Financial Analyst III

lmunguia@gpusd.org

(559) 210-5806

Approved by Joe Trejo

04/27/2023 08:32 AM PDT

Lemoore Union High - Member Representative

Chuck Gent

Assistant Superintendent

cgent@luhsd.k12.ca.us

(559) 924-6610 ext: 1202

Brandy Spray

Director of Business Services

bspray@luhsd.k12.ca.us

(559) 924-6610 ext: 1206

Approved by Chuck Gent

04/26/2023 07:43 AM PDT

Mendota Unified - Member Representative

Emilio Anguiano

Vice Principal/CTE District Director

eanguiano@mendotaschools.org

(559) 906-3747

Approved by Mendota Unified School District Emilio Anguiano

04/26/2023 07:37 AM PDT

Reef-Sunset Unified - Member Representative

Jicela Soto

Principal

jsoto@rsusd.org

(559) 386-9083 ext: 1012

Raul Luna

rluna@rsusd.org

Approved by Jicela Soto

04/26/2023 01:13 PM PDT

West Hills CCD - Member Representative

Cecilio Mora

Director of Speical Grants

ceciliomora@whccd.edu

(559) 934-2430

Approved by Cecilio Mora

04/26/2023 07:17 AM PDT

West Hills College Coalinga - Member Representative

Justin Garcia

Prior Learning Assessment Coordinator
justingarcia@whccd.edu
(559) 934-2172

Ashlin Mattos

CTE Program Coordinator
ashlinmattos@whccd.edu
(559) 934-2171

Approved by Ashlin Mattos

04/27/2023 08:27 AM PDT

West Hills College Lemoore - Member Representative

Christopher Whiteside

Vice President Ed Services
christopherwhiteside@whccd.edu
(559) 925-3147

Kurt Sterling

Dean of Educational Services
kurtsterling@whccd.edu
(559) 925-3738

Approved by Kurt Sterling Ed.D.

04/26/2023 09:15 AM PDT



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