

## 68 West Kern Consortium

### Fiscal Declaration - Consortium Approved

**Consortium Name:** 68 West Kern Consortium

**Funding Channel:** Fiscal Agent

**Fiscal Agent:** West Kern Adult Education Network Joint Powers Authority

**Narrative:** West Kern Adult Education Network (WKAEN) entered into a Joint Power Authority (JPA) in 2017. At that time, as part of the consortium's Three-Year Plan, WKAEN's goals were to create an established system student intakes, assessments, counseling, and placement processes into the myriad of adult education pathways and workforce services. The formation of the WKAEN JPA allowed the consortium to leverage and localize resources and ultimately led to successful implementation of the Three-Year Plan, ultimately increasing services and student success as a whole. The pass through funding as West Kern Community College District is the only pass through entity for the funds which are allocated to only one member of the consortium, West Kern Adult Education Network JPA (WKAEN). The planned allocations are consistent with the annual adult education plan which is based on our AEP 3-year plan as follows: 1. Programs in elementary and secondary skills, including those leading to a high school diploma or high school equivalency certificate. 2. Programs for immigrants in Civics, citizenship, ESL, and workforce preparation. 3. Programs for adults, including, but not limited to, older adults, that are primarily related to entry or reentry into the workforce. 4. Implementing staff and training to work with assisting students with special needs. 5. Programs in career technical education that are short term in nature with high employment potential. 6. Programs that are geared to pre-apprenticeship training conducted in coordination with one or more apprenticeship programs approved by the Division of Apprenticeship Standards Changes: As of 2021-2022 WKAEN has redeveloped its team and implemented policies and job descriptions to allow WKAEN to grow into a successful program and meet the needs of our students. WKAEN hired a full time Data analysis, a counselor/ case manager for post-secondary, became a Pearson VUE testing center, has leased a new building for our ESL, civics, citizenship, ESL CTE courses to aligned with the IIF framework. WKAEN has trained and developed a system that uses modules so that we can stream line the students into a clear career pathway. WKAEN has went from 2019 17% to 2021 45% in Literacy gains. WKAEN has received a work force grant that aligns Taft community college and Taft Union High school ( building educators through education) allowing us to have home grown teachers within our rural area. WKAEN is in the process of becoming a Accredited program in construction. Under the three-year plan that align with new pathways that will lead to greater career mobility, economic growth, and community development.

**Changes:** No Changes

### Member Allocations

Member Name	(2023-24)	(2022-23)	(2021-22)
West Kern Adult Education Network Joint Powers Authority	\$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 \***

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? \***

In accordance with CA education code, all eligible organizations within the boundaries of the region have been allowed to join the West Kern Adult Education Consortium (WKAEN) as members. The Consortium is comprised of the following members: Taft Union High School District, Maricopa Unified, Kern County Schools (KCSOS), and Taft Community College. All members have committed to reporting any funds available to that member for the purpose of education and workforce services for adults and the uses of those funds. Members annually declare fund availability and use to the WKAEN Board.

**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? \***

West Kern Adult Education Network (WKAEN) is a Joint Power of Attorney (JPA). Our Governing Board is ran by our local school Superintendents and our local community Vice President of Instructions of Taft Community College. Each Board member is

appointed by the Governing Board members. The Consortium shall keep track of the date its members were officially designated by the Governing Board and keep copies of the local board minutes as evidence, which will be archived. If an official designation is a Consent Item that is voted on, a copy of the Board Agenda that shows the designation as a Consent Item, as well as the minutes, will be provided and kept on file by WKAEN. Each member must have one official-designated member. The officially designated member representative will represent the interests of the member agency and vote in WKAEN Board decisions on behalf of the member agency. WKAEN Board meeting attendance and vote participation of the official designee will be recorded and archived by WKAEN.

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

The Consortium recognizes the benefits from full and active participation by all members in the decision-making process and implementation of WKAEN Plans. Therefore, a calendar of meetings and each meeting agenda will be sent to members in advance. Agendas will be posted on the Consortium website. Email notification and reminders will be sent to all members. Minutes from meetings will be distributed to members and posted to the Consortium website. Agencies participating in the WKAEN have agreed to act in accordance with applicable AEBG law, the WKAEN Annual Plans, and WKAEN Three Year Plan. WKAEN Members participate annually in shared, or peer-to-peer monitoring for member effectiveness, adherence to WKAEN Plans, and AEBG CAEP performance measured outcomes.

**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? \***

West Kern Adult Education is a Joint Power of Attorney (JPA). Our consortium is is ran by a governing Board. Decisions have been arrived by those processes described in our JPA governance document. The decision-making model described above was used to choose the model.

**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 encourages all interested persons to attend monthly meetings and to address the Consortium concerning any item on the agenda or within the Consortium's jurisdiction. The WKAEN Board will act in accordance with the Brown Act of 1953 as contained in section 54950 et seq. of the California Government Code. The following rules are intended to facilitate a presentation to the Consortium: A. For matters not listed on the agenda: I. Any individual who wishes to address the Consortium on any item of interest to the public that is within the subject matter jurisdiction of the Consortium and not listed on the agenda may do so under the item on the agenda entitled "Public Comments." II. Without taking action, Consortium members may briefly respond to statements made or questions posed by the public about items not appearing on the agenda. III. 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. B. For matters listed on the agenda: a person who wishes to address the Consortium may do so by completing a brief form (including name, address, and agenda item). Upon recognition, the person should state his or her name and may address the Consortium. The order of public comments on the agenda item will be determined by the order received. C. Individuals shall be allowed up to three (3) minutes to address the Consortium on each agenda item or during the general public comments, unless there are extenuating circumstances, in which case the Consortium may extend the time limit for individual remarks

**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. \***

WKAEN Adult Education Network 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 as contained in section 54950 et seq. of the California Government Code. The Members will include the public in Consortium activities and programs whenever appropriate. The Consortium will provide the public with adequate notice of a proposed decision and consider any comments submitted by members of the public. Monthly meetings will include a designated time for public comment. Agendas will be posted on the Consortium website, and emailed in advance to C

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

A summary of comments submitted by members of the public will be recorded in the meeting minutes and distributed publicly on the Consortium 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. \***

Community partners and other entities are invited and encouraged to participate in all Consortium meetings. WKAEN partners include Taft Chamber, Taft Union High School, Taft Community College, and the community Stake Holders.

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

West Kern Adult Education Network (JPA) In accordance with the WKAEN Governance JPA, a simple majority vote will be needed for the passage of any motion. The distribution schedule will follow the funding priorities as specified in the WKAEN Comprehensive Regional Plan ("3 Year Plan") and applicable law. Pursuant to CA Education Code 84914, the SAEC Board does not receive an amount funding. WKAEN receives all distribution within the consortium.

**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 will adhere to the membership guidelines as defined by education code, the WKAEN JPA Report on Governance Compliance of Rules and Procedures and the WKAEN Memorandum of Understanding to the Governing Board. WKAEN is the only JPA in the State of California. WKAEN is a stand alone and our consortium is made up of WKAEN and our Governing Board that receives not allocations or profits off of WKAEN.

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

Taft College is WKAEN's Fiscal agent. All funds go through Taft College and are disbursed to WKAEN and reported to the Governing Board and to the state as a JPA.

**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? \***

Carryover funds will be at least 20% of CAEP funding to support WIOA 1 and ongoing classes. Moving into our three - year plan. WKAEN will seek board advise on establishing bylaws regarding carryover.

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

In the event that a Member designee is absent from four (4) or more consecutive WKAEN Board meetings, the Governing Board will forfeit their participation and membership in the Consortium by default. Four (4) or more consecutive absences from WKAEN Board meetings demonstrates that the Member is not effective. Member effectiveness shall not be limited solely to WKAEN Board meeting attendance.

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

- Dismissal from or admission to the Consortium shall be accomplished with a simple majority vote.
- If the member initiates leaving the Consortium, WKAEN will require the member's Governing Board.
- WKAEN members may be dismissed from WKAEN for failure to demonstrate member effective.
- If the Consortium dismisses a Member, the Consortium Executive Direct shall notify the AEBG
- A record of intervention steps and dismissal actions shall be kept in the official minutes of Consortium
- Dismissal from the Consortium is final and shall remain in effect for the remainder of the application

**20. Does the consortium have a formal document detailing its work beyond the questionnaire? \***

No

**20.1 (No) If no, could you please address why not? \***

At this time, the Consortium relies on MOUs that outline basic governance rules and have been voted on by each member's Board of Education.

### Member Agencies

Member Agency	Member Type	Contact	Phone
West Kern CCD	District	Leslie Minor	
Maricopa Unified	Unified School District	Michael Coleman	(661) 769-8231 ext: 202
Taft Union High	High School District	Jason Hodgson	(661) 763-2300
Kern Co. Office of Education	County Office of Education (COE)	John Mendiburu	(661) 636-4168
West Kern Adult Education Network Joint Powers Authority	Joint Powers Authority (JPA)	Stacey Falgout	(661) 745-4315

### 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)).

**Kern Co. Office of Education - Member Representative**

**John Mendiburu**  
jo.mendiburu@kern.org  
(661) 636-4168

Approved by John Mendiburu

04/27/2023 11:38 AM PDT

**Maricopa Unified - Member Representative**

**Michael Coleman**  
Superintendent  
mcoleman@musd.email  
(661) 769-8231 ext: 202

Approved by Michael Coleman

04/27/2023 01:15 PM PDT

**Taft Union High - Member Representative**

**Jason Hodgson**  
Superintendent  
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(661) 763-2300

Approved by Jason Hodgson

04/27/2023 09:18 AM PDT

**West Kern Adult Education Network Joint Powers Authority - Member Representative**

**Stacey Falgout**  
Director  
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(661) 745-4315

Approved by Stacey Falgout

04/26/2023 03:39 PM PDT

West Kern CCD - Member Representative

**Leslie Minor**

Vice President of Instruction

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**Nicholas Valsamides**

Executive Director of Fiscal Services

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Approved by Leslie Minor

04/26/2023 05:08 PM PDT



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