

California Adult Education Program : CFAD : 2023-24 Produced: Apr 28, 2023, 03:58 PM UTC Ken Hamel

70 North Central Adult Education Consortium (Yuba)

Fiscal Declaration - Consortium Approved

Consortium Name: 70 North Central Adult Education Consortium (Yuba)

Funding Channel: Fiscal Agent

Fiscal Agent: Sutter Co. Office of Education

Narrative: NCAEC will continue to focus on the overarching goal, "to efficiently and effectively expand/develop/coordinate accessible, need based adult education programs and services throughout the NCAEC region." This goal drives our member plans, annual plan, and is consistent with our 3-year plan. NCAEC will continue to focus on its annual plan strategies. These include: 1) Expand access to adult education programs that address consortium needs. This also includes outreach efforts and collaboration to market and provide access for all adult learners. There is also an emphasis on access, outreach and collaboration in CTE programs, technical, academic and work-readiness competencies of all students that align with industry and lead to high wage/high demand employment. 2) NCAEC will strive to expand, enhance and align the integration and coordination of services within the consortium. The investment of professional development to better prepare our instructors and consortia members will reduce duplication and provide a seamless transition between students and services. 3) Using data to evaluate program effectiveness and needs aligns with NCAEC's 3-year plan of providing consortia members an opportunity to regularly review, monitor, share and evaluate data. Through improved data reporting; evaluation of data and program accountability; and feedback to continuously improve programs, NCAEC will be better positioned to use data to make informed decisions, and evaluate program effectiveness and needs.

Changes: There are no changes to the consortium disbursement method of funding. At the public meeting on April 7, 2023, the NCAEC Executive Committee approved the decision to increase Colusa County Office of Education's annual allocation to include \$100,000 for their navigator costs; to move the annual Konocti allocation of \$102,938 to Lake County Office of Education to serve the members of the Lake County area (Konocti will remain an unfunded member); and to increase Sutter County Office of Education's 2023-24 allocation \$121,377 to be provided as a pass-through to Marysville Adult Education Program to support programs as one time funding.

Member Allocations

Member Name	(2023-24)	(2022-23)	(2021-22)
Colusa Co. Office of Education	\$331,733	\$210,357	\$190,180
Konocti Unified	n/a	n/a	\$102,938
Lake Co. Office of Education	\$259,865	\$135,550	\$115,373
Sutter Co. Office of Education	\$1,023,266	\$940,513	\$820,336
Woodland Community College	\$247,679	\$329,240	\$206,125
Woodland Joint Unified	\$1,371,558	\$1,350,182	\$1,330,005
Yolo Co. Office of Education	\$262,262	\$240,885	\$220,708
Yuba CCD	n/a	n/a	\$0
Yuba Co. Office of Education	\$176,035	\$154,658	\$134,481
Yuba College	\$198,798	\$177,421	\$157,244
Total Allocated to Members	\$3,871,196	\$3,538,806	\$3,277,390
Total CAEP Funds	\$3,871,196	\$3,580,133	\$3,359,732
Total Remaining	\$0	\$41,327	\$82,342

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? *

Available funds will be reported in NOVA's program area reporting. All consortium members have agreed to the reporting of funds to comply with this reporting process in each member's Memorandum of Understanding. Funds are monitored by both members and the consortium fiscal agent per MOUs, the NCAEC Director and Accountant. NCAEC will incorporate tools to evaluate and share funds and costs in programs.

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 NCAEC has an executive body comprised of superintendents and presidents that are designated by their governing boards as the fiscal and program decision makers. NCAEC also uses a leadership team (also designated by their governing boards) to oversee CAEP programs and decision making. Each member has only one vote even if multiple agency representatives are present at a meeting. In total, each member is represented by both a leadership member and an executive member.

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

Per Brown Act, the Executive team has officers who are required to attend meetings. All agendas and minutes from every executive meeting are shared with all members and partners present or absent in a timely manner. NCAEC's Leadership Team meets monthly and meeting attendance is required as well.

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 was developed during the initial formation of the consortium. The model has remained in place without any changes to the bylaws.

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

NCAEC executive meetings follow Brown Act. Meeting agendas are posted in a public location and on its website 72 hours in advance. Time is allocated on the agenda for Public Comment.

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. *

Meeting agendas are posted in the timeframe and locations required by the Brown Act. Public members have time on the agenda available to comment. Minutes from meetings are taken and posted on the website once approved.

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

Comments from the public will be posted in the minutes. Public comments will be discussed, the information will drive future discussion and action which could result in additional meetings and minutes.

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. *

NCAEC Executive and Leadership Members are on numerous local boards such as the Local Workforce Development Board, Community Organizations, etc. This provides members an opportunity to share updates, solicit input, and develop strategic plans. Three county libraries currently attend NCAEC Leadership meetings and are encouraged to provide input. NCAEC members share input at meetings from the partnering agencies to help drive the consortium's 3-year and annual plan.

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

Allocations are discussed at leadership meetings and recommendations are then made to the executive committee. The NCAEC Executive Committee convenes a public meeting to discuss and approve the allocations. The names of members making and seconding the motion shall be recorded in the consortium minutes.

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? *

The NCAEC Consortium is open to all interested members. Both non-allocated and allocated members are able to leave the consortium per notification. Allocated members will need to complete all work/reporting and develop an exit plan/MOU of future services with the consortium as well. Reasons for voluntary departure or dismissal are outlined in AB 104 and may also be based on member effectiveness/adherence to consortium expectations as describe in AEBG General Assurances. Considerations for dismissal include: the member no longer wishes to provide services consistent with standards established in AB 104; the member cannot provide services that address the needs identified in the adult education plan; or the member has been consistently ineffective in providing services and reasonable interventions have not resulted in improvement.

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

At the public meeting on April 7, 2023, NCAEC defined the excessive member carryover percentage for 2023-24 as 20%. While language is still in draft form to update by-law changes, existing by-laws state that members that do not spend down prior year allocations within 18 months will be required to develop and present a 6 month budget plan to expend the excess funds.

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? *

At the NCAEC Executive meeting on April 7, 2023, it was determined that in order to monitor carryover funds, the NCAEC would define that member minimum spending targets shall be Q1=10%; Q2=40%; Q3=60% and Q4=80%. The consortium is currently working on drafting specific language that governs the monitoring of progress and the reallocation and percentage of a member's excessive carryover. Monitoring of member spending targets and technical assistance will be provided to members to prevent them from having two consecutive fiscal years of carryover funds. Monitoring, technical assistance and reasonable intervention processes are being discussed and reviewed. Bylaw changes are forthcoming. In the interim, carryover funds will continued to be monitored and discussed at leadership and executive meetings. Members will be reminded of the opportunity to redistribute to another member of the consortium with a spending plan and timeline in place.

Currently, NCAEC existing bylaws state that members that do not spend down prior year allocations within 18 months will be required to develop and present a 6 month budget plan to expend the excess funds. Allocations not spent within two years will be redistributed to other members as decided by the executive committee.

18. How does your consortium define member effectiveness? *

Consortium member effectiveness is defined per CAEP certifications and assurances defined/mandated by education code (84900-84920). Consortium member agrees to follow the list of CAEP assurances when they certify their annual allocation via the Consortium Fiscal Administration Declaration (CFAD). By clicking "Approve" in the NOVA system, the member is confirming that they agree to all the CAEP assurances listed under sections labeled: Membership & Decision Making, Public Meetings, and Reporting Requirements. In addition, member effectiveness is outlined in their annual MOU and our NCAEC Bylaws. Member effectiveness includes meeting attendance/collaboration, adhering to reporting timelines, and adhering to expenditure requirements and timelines.

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

The NCAEC has both bylaws and an annual MOU that addresses member expectations and 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. *


NCAEC has MOUs with all sites for CAEP allocations, details and additional funding requests:

https://drive.google.com/drive/folders/1dGqyrwEjivxrsXioWX0eSjjw_mrxBOLz?usp=sharing

Member Agencies

Member Agency	Member Type	Contact	Phone
Colusa Co. Office of Education	County Office of Education (COE)	Michael West	(530) 458-0350
Konocti Unified	Unified School District	Becky Salato EdD	(952) 453-9563
Lake Co. Office of Education	County Office of Education (COE)	Brock Falkenberg	
Sutter Co. Office of Education	County Office of Education (COE)	Lorilee Niesen	(530) 822-5810 ext: 4841
Woodland Joint Unified	Unified School District	Karin Liu	(530) 406-5902
Yolo Co. Office of Education	County Office of Education (COE)	Karen Shores	(530) 668-3733
Yuba CCD	District	Katy Miller	(530) 749-3868
Yuba Co. Office of Education	County Office of Education (COE)	Francisco Reveles	(530) 749-4900
Woodland Community College	College	Patricia Barba	(530) 668-2505
Yuba College	College	Dr Tawny Dotson	(530) 434-8266
Marysville Joint Unified	Unified School District	Bob Eckardt	(530) 740-6424

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)).

Colusa Co. Office of Education - Member Representative

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Approved by John Ithurburn

04/26/2023 01:38 PM PDT

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04/26/2023 01:39 PM PDT

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04/26/2023 04:56 PM PDT

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04/27/2023 12:26 PM PDT

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04/26/2023 03:04 PM PDT

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04/26/2023 02:14 PM PDT

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Approved by Dr Tawny Dotson

04/26/2023 03:29 PM PDT

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04/28/2023 08:58 AM PDT

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