

## 70 North Central Adult Education Consortium (Yuba)

CONSORTIUM APPROVED

2024-25

### 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:** The North Central Adult Education Consortium (NCAEC) remains steadfast in its overarching goal to efficiently expand, develop, and coordinate accessible, need-based adult education programs and services throughout the NCAEC region, driving member budgets, plans, and annual strategies. Aligned with its three-year plan, NCAEC focuses on goals such as program and service expansion, integration enhancement, effectiveness improvement, and marketing efforts to bolster enrollment and retention. Workgroups involving program and service partners facilitate the implementation of short-term strategies, emphasizing increased access to online and in-person programs and learning platforms. Marketing initiatives targeting community awareness, including collaborations with county libraries, continue alongside the expansion of short-term CTE programs leading to high-wage, high-demand jobs. Moreover, NCAEC prioritizes professional development opportunities for educators and staff to enhance efficiency and effectiveness, while fostering equity, collaboration, and resource sharing within the consortium. Member-specific report cards identify challenges, share best practices, and optimize efficiency, with data evaluation and training ensuring transparency and accountability across the consortium.

**Changes:** There will be no changes to the existing consortium disbursement method of funding. During the public meeting on April 12, 2024, the NCAEC Executive Committee approved a \$100,000 increase in the 2024-25 allocation for the Sutter County Office of Education, designated as one-time funds. The allocation of these one-time funds will be subject to further deliberation among the Leadership and Executive Committee, leading to amendments in NOVA and additional MOUs. This process ensures transparency in the allocation and utilization of these funds.

### Member Allocations

| Member Name                       | (2024-25)          | (2023-24)          | (2022-23)          |
|-----------------------------------|--------------------|--------------------|--------------------|
| Colusa Co. Office of Education    | \$340,690          | \$331,733          | \$210,357          |
| Lake Co. Office of Education      | \$268,761          | \$259,865          | \$135,550          |
| Sutter Co. Office of Education    | \$992,825          | \$1,023,266        | \$940,513          |
| Woodland Community College        | \$256,563          | \$247,679          | \$329,240          |
| <b>Total Allocated to Members</b> | <b>\$3,903,866</b> | <b>\$3,871,196</b> | <b>\$3,538,806</b> |
| <b>Total CAEP Funds</b>           | <b>\$3,903,866</b> | <b>\$3,874,422</b> | <b>\$3,580,133</b> |
| <b>Total Remaining</b>            | <b>\$0</b>         | <b>\$3,226</b>     | <b>\$41,327</b>    |

| Member Name                       | (2024-25)          | (2023-24)          | (2022-23)          |
|-----------------------------------|--------------------|--------------------|--------------------|
| Woodland Joint Unified            | \$1,381,367        | \$1,371,558        | \$1,350,182        |
| Yolo Co. Office of Education      | \$271,159          | \$262,262          | \$240,885          |
| Yuba Co. Office of Education      | \$184,861          | \$176,035          | \$154,658          |
| Yuba College                      | \$207,640          | \$198,798          | \$177,421          |
| <b>Total Allocated to Members</b> | <b>\$3,903,866</b> | <b>\$3,871,196</b> | <b>\$3,538,806</b> |
| <b>Total CAEP Funds</b>           | <b>\$3,903,866</b> | <b>\$3,874,422</b> | <b>\$3,580,133</b> |
| <b>Total Remaining</b>            | <b>\$0</b>         | <b>\$3,226</b>     | <b>\$41,327</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 carryover legislation (EC 84914). 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%

### Corrective Action Fiscal Reporting Quarterly Thresholds

If member carryover is over the threshold set below, a corrective action narrative will be required to complete.

|                          | Q1  | Q2  | Q3  | Q4  |
|--------------------------|-----|-----|-----|-----|
| % of Carryover Threshold | 80% | 60% | 40% | 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 within the consortium will be tracked and reported through NOVA's Program Area Reporting system, ensuring transparency and accountability. Each member of the consortium has committed to this reporting process as outlined in their Memorandum of Understanding (MOU). Oversight of funds is conducted jointly by consortium members and the NCAEC Director and Accountant, in accordance with the MOUs. NCAEC has implemented robust tools to evaluate and disseminate information regarding funds and associated costs within program areas. To maintain accuracy and reliability, designated members will certify the data annually, further reinforcing the integrity of the reporting process.

**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 Executive Committee is a consortium of educational leaders comprising superintendents and presidents, appointed by their governing boards, tasked with making fiscal and programmatic decisions. The executive team is supported by a Leadership Team overseeing CAEP Programs and providing recommendations. NCAEC ensures equitable decision-making, with each member having one vote regardless of how many representative are present at a meeting.

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

In adherence to the Brown Act, the Executive Team of NCAEC mandates the attendance of its members and officers at meetings, ensuring robust participation and collaboration. Furthermore, all agendas and minutes from these executive meetings are promptly shared with every member and partner, regardless of their presence, in accordance with transparency guidelines. Additionally, NCAEC's Leadership Team convenes monthly, with mandatory meeting attendance, reinforcing the commitment to regular communication and engagement among its members.

**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 in NCAEC's 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 adhere to the guidelines outlined in the Brown Act. Meeting agendas are publicly posted, both in a physical location and on the organization's website, at least 72 hours prior to the meeting. The agenda includes a dedicated time slot for Public Comment, allowing for engagement and input from members of the community.

**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 compliance with the timelines and locations stipulated by the Brown Act. Adequate time is allocated on the agenda for public members to provide comments. Furthermore, minutes of these meetings are diligently recorded and subsequently posted on the website upon approval.

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

Public comments will be documented in the meeting minutes. The information provided by the public will be deliberated upon, shaping future discussions and potential actions that may necessitate additional meetings and subsequent documentation in 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 hold positions on various local boards, including the Local Workforce Development Board and Community Organizations. These roles offer members a platform to exchange updates, seek input, and devise strategic plans. Additionally, three county libraries actively participate in NCAEC Leadership meetings and are urged to contribute their insights. During meetings, NCAEC members relay input from partnering agencies, thereby influencing the formulation of the consortium's three-year and annual plans.

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

At leadership meetings, allocations undergo thorough discussion, following which recommendations are forwarded to the executive committee. Subsequently, the NCAEC Executive Committee holds a public meeting to deliberate upon and authorize the allocations. The names of members proposing and seconding the motion are duly 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 welcomes all interested members, whether they are allocated or non-allocated. Members have the option to leave the consortium, with allocated members required to fulfill all work and reporting obligations and develop an exit plan/Memorandum of Understanding (MOU) outlining future services with the consortium. Grounds for voluntary departure or dismissal are outlined in AB 104 and may also be based on member effectiveness and adherence to consortium expectations as delineated in the AEBG General Assurances. Considerations for dismissal include instances where a member no longer wishes to provide services in accordance with AB 104 standards, cannot address the needs identified in the adult education plan, or has consistently demonstrated ineffectiveness despite intervention efforts.

**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 and discussions have occurred regarding these specifics, existing NCAEC 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? \***

During the NCAEC Executive meeting held on April 7, 2023, it was decided that to oversee carryover funds effectively, the NCAEC established a threshold of 20%. Member spending targets were recommended as follows: Q1=10%; Q2=40%; Q3=60%; and Q4=80%. Presently, the consortium is in the process of formulating precise guidelines for monitoring progress, reallocating excessive carryover funds from members, and determining the appropriate percentage for reallocation.

Efforts are underway to monitor member spending targets rigorously, providing technical assistance to prevent consecutive fiscal years with carryover funds. Discussions and reviews are ongoing regarding the processes of monitoring, technical assistance, and reasonable interventions.

In October 2023, a Carryover Spending Plan template was devised by the consortium lead and mandated for agencies exceeding a 20% carryover by December 2023. Amendments to the bylaws are forthcoming. In the meantime, carryover funds will be consistently monitored and deliberated upon at each leadership and executive meeting. Members will receive reminders regarding the option to redistribute funds to other consortium members, contingent upon the establishment of a spending plan and timeline.

Presently, existing NCAEC bylaws stipulate that members failing to utilize prior year allocations within 18 months must develop and present a 6-month budget plan for expending the excess funds. Allocations remaining unspent after two years will be redistributed among other members as determined 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.

Section 4 of the NCAEC Bylaws:

Reasons for voluntary departure or dismissal are outlined in AB 104 AEBG Allowable Uses and may also be based on member effectiveness/adherence to consortium expectations as described in AEBG General Assurances 2017-18 (briefly outlined below):

- A member no longer wishes to provide services consistent with standards established in AB 104, Section 39, Article 9, Section 84900.
- The member cannot provide services that address the needs identified in the adult education plan.
- A member may be dismissed from the consortium by a majority rule of the governing board if the member has been consistently ineffective in providing services that address the needs identified in the adult education plan, and reasonable interventions have not resulted in improvements, as measured by the Member Effectiveness section of the AEBG General Assurances.

Failure to meet the requirements listed in the AEBG General Assurances (2017-18) may result in a determination of non-compliance and lead to partial or complete loss of Consortium and / or Member funding.

**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. \***

[https://drive.google.com/drive/folders/1dGqyrwEjivxrsXio WX0eSjjw\\_mrxBOLz?usp=sharing](https://drive.google.com/drive/folders/1dGqyrwEjivxrsXio WX0eSjjw_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) | Garth Lewis       | (530) 668-6700           |
| Yuba CCD                       | District                         | Katy Miller       | (530) 749-3868           |
| Yuba Co. Office of Education   | County Office of Education (COE) | Ken Hamel 6820377 | (530) 682-0377           |
| Woodland Community College     | College                          | Patricia Barba    | (530) 668-2505           |
| Yuba College                   | College                          | Dr Tawny Dotson   | (530) 434-8266           |
| Marysville Joint Unified       | Unified School District          | Fal Asrani Ed.D   | (530) 749-6100           |

## 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



05/02/2024 01:57 PM PDT

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05/02/2024 01:50 PM PDT

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05/02/2024 01:51 PM PDT

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05/02/2024 01:50 PM PDT

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05/02/2024 01:54 PM PDT

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05/02/2024 01:51 PM PDT

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05/02/2024 02:07 PM PDT

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05/02/2024 02:56 PM PDT

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