

Consortia Report on Governance Compliance of Rules and Procedures

Consortium Name:

Lassen County AB86 Consortium

Planning Grant Fiscal Agent Name:

Lassen Community College District

Consortium Point Person (or person submitting this document):

Name:

Paige Broglio

Consortium Role:

Coordinator of Special Grant Programs

E-Mail:

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1. Have all community college districts, school districts, or county offices 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 been allowed to join the consortium as a member?

Yes. All school districts have been invited to join the consortium. Currently Lassen Union High School District (9-12), Fort Sage Unified School District (K-12), Shaffer Elementary School District (K-8), Westwood Unified School District (K-12), Big Valley Joint Unified School District (K-12), Modoc Joint Unified School District (K-12), Surprise Valley Unified School District(K-12) and Lassen Community College District; all have Intent to Participate Member Signature Forms on file with this consortium since its inception in 2014. Lassen County Office Education joined as a partner to this consortium on January 10, 2014. Modoc Office of Education joined as a partner on September 8, 2015. Long Valley Charter School, a JPA, joined as a partner on January 10, 2014. The consortium approved to move both county offices of education and the charter school to a member status at their October 21, 2015 meeting.

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? How will the available funds be reported and evaluated?

Yes, all members have committed to reporting any funds available to that member, for the purposes of education and workforce services for adults. The request for reporting will include a narrative of the funds usage to evaluate and ensure they are aligned with the AEBG objectives. The consortium project director and staff will consolidate the required information to submit timely reports in accordance with the State Chancellor's Office requirements. Available funds will be reported by members in email correspondence.

3. How will you assure that each member of the consortium is represented only by an official designated by the governing board of the member?

Each school district member and county office of education member will provide the consortium with a copy of minutes from their respective board meeting that states they are the officially designated member representing their K-12 district. Also an official school district member signature form will be included that the designated member has signed.

4. How will you assure that all members of the consortium shall participate in any decision made by the consortium?

The consortium will seek the consensus of all participants at consortium meeting in decisions on any action taken. However, when voting is necessary decisions will be reached by a majority vote of the members. All members are encouraged to attend all meetings to participate in the decision making process.

All meeting notices will be sent by email to every consortium member and partner at least 72 hours in advance, with the agenda and prior meeting minutes. Also reminder emails will be sent in advance of the scheduled meeting to encourage participation. The consortium will agree on the meeting schedule and calendar.

5. What will be the relative voting power of each member?
e.g. 1 member = 1 vote or e.g. 1 institution = 1 vote (thus giving districts with multiple institutions multiple votes) or e.g. Other (e.g., votes proportionate to adult students served)

1 member = 1 vote per the consortium bylaws.

Each member organization shall be entitled to one vote on each matter before the consortium.

6. How will decisions be approved?
e.g. by majority vote of 51%, or 50% +1 vote, or $\frac{2}{3}$ of votes, e.g. by consensus

The consortium has agreed to seek the consensus of all members and partners in attendance at the consortium meetings, where decisions on any action taken are on the meeting agenda and noted in the meeting minutes. A quorum of 50% of the consortium members and partners will be a majority rule. Votes will be recorded in the meeting minutes by the number of voice votes stating yes or no to a motion made by a named consortium member or partner.

7. How did you arrive at that decision-making model?

The original decision-making model was in the Bylaws adopted by the Lassen County AB86 Consortium at their February 7, 2014 meeting, for the AB86 planning grant. Discussion of this decision-making model was updated and voted on for the usage of the AEBG funds at the October 21, 2015 consortium meeting.

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

Consortium meeting times and agendas will be sent by email to all members, partners, and interested community members on the consortium email distribution list, at least 72 hours prior to a meeting. The public will be invited to attend and additional time will be given to consider public comments of up to 3 minutes per person prior to voting on any decision item. The meetings will be advertised one week prior in the local newspaper and on the college website.

9. Describe how will you provide the public with adequate notice of a proposed decision and consider any comments submitted by members of the public?

All consortium meeting times and locations will be advertised in the local newspaper one week prior to the meetings and list the coordinator's telephone and email address for contact. All meeting agendas will be distributed by email to all consortium members, partners, local schools, stakeholders, and agencies in our regional area involved with adult education. Every attempt will be made to notify the public and provide current information about the consortium decision-making process.

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

Public comments will be noted in the meeting minutes sent to all on the consortium email distribution list. Copies of the prior meeting minutes will be available at each meeting.

11. 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. Such entities will include but not necessarily be limited to, local public agencies, departments, and offices, particularly those with responsibility for local public safety and social services; workforce investment boards; libraries; and community-based organizations.

Consortium meetings will follow the open-meeting guidelines and include all agencies and interested community members in meeting workgroup activities. Input from other entities that are locally involved in adult education will be allotted time to speak publicly for three minutes on a proposed decision before the consortium. All requests for funding will be submitted by the mini grant application adopted by the consortium, and open for discussion and approval by consensus of the consortium.

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

The consortium as a majority and with a quorum at a regularly scheduled meeting will approve a distribution schedule pursuant to Section 84913. The schedule will align with the regional plan submitted by the consortium in March 2015. Funding will be distributed based on the

seven AEBG objectives and the consortium approval of a mini grant application by the vendor. Any agency or school district receiving funding will have on file an Agreement or MOU with this consortium.

13. 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?

Lassen Community College will continue as the fiscal agent for the consortium, it was so listed in the bylaws adopted February 7, 2014. Distribution to member districts will be by approval of the consortium agreeing on the mini grant application submitted by each district to receive funding that aligns with the consortium regional work plan and meets the objectives and outcomes stated in the Adult Education Block Grant.

14. How will members join, leave, or be dismissed from the consortium?

All school districts within the regional area have been invited to join the consortium. All local agencies and business partners will be continually recruited to join. Any member may be dismissed from the consortium for misuse of funds or lack of compliance through an official vote by the quorum of the consortium. Any member out of compliance will first be given notification and the opportunity for compliance or appeal. Guidelines for dismissal will be formally stated and agreed upon by the consensus of the consortium.

15. Does the consortium have a formal document detailing its working beyond the questionnaire?

The consortium has Bylaws approved February 7, 2014; a Vision Statement and a Mission Statement agreed upon from the May 16, 2014 consortium meeting.

See below

Bylaws of the Lassen County Consortium

The Bylaws were approved on February 7, 2014 by the Consortium. The agreement for the purpose of this AB86 Consortium formation is: *“To engage in activities that provide direction to improve the delivery of adult education under AB86.”* They agreed to meet regularly and use this planning year to develop a long term strategic plan and agree upon goals for adult education.

Vision of the Lassen County Consortium

“Providing preparation and skills needed for employment, career advancement, continuing education, and personal growth for our local residents.”

Mission Statement of the Lassen County Consortium

“The Lassen County AB86 Consortium is dedicated to meeting the needs of the community by providing adult educational opportunities in order to acquire and improve literacy skills, English Language development, and career readiness abilities. Adults will gain skills which allow them to obtain meaningful employment in order to participate effectively as productive workers, family members, and citizens in the community.”

Bylaws of the Lassen County AB 86 Consortium

(Approved 2.7.14)

(Updated and Approved on 10.21.2015)

Article I

Name: Lassen County AB 86 Consortium

Fiscal Agent: Lassen Community College District

Article II

Purpose

The purpose for the formation of this Consortium is to engage in activities that provide direction to improve the delivery of adult education under AB86.

The areas addressed under AB 86 include:

- Elementary and secondary basic skills, including classes required for a high school diploma or high school equivalency certificate
- Classes and courses for immigrants eligible for educational services in citizenship and English as a second language, and workforce preparation classes in basic skills
- Education programs for adults with special needs
- Short-term career technical education programs with high employment potential
- Programs for apprentices

And in 2015 the Adult Education Block Grant added two program areas including:

- Programs for adults that are primarily related to entry or reentry into the workforce
- Programs for adults that are primarily designed to develop knowledge and skills to assist elementary and secondary school children to succeed academically in school

Article III

Participants

The Consortium participants are school district members or business partners.

The Consortium school district member organizations are: Lassen Community College District, Lassen Union High School District, Fort Sage Unified School District, Westwood Unified School District, Big Valley Joint Unified School District, Modoc Joint Unified School District, Surprise Valley Joint Unified School District, Shaffer Elementary School District, Long Valley Charter School, Lassen County Office of Education and Modoc County Office of Education. And any other Lassen Community College service area school districts that choose to join.

The Consortium partner organizations are:

Alliance for Workforce Development, Lassen Library District, Lassen County Sheriff's Department, Lassen County Probation Department, Lassen County Health and Social Services, Susanville Indian Rancheria, Federal Correctional Institute in Herlong, High Desert State Prison, California Correctional Center, U.S. Forest Service, Banner Lassen Medical Center, Sierra Cascade Family Opportunities, and Kirack Construction Inc.

The consortium will seek the consensus of all participants in decisions on any action taken. However, when voting is necessary decisions will be reached by a majority vote of the members. Each member organization shall be entitled to one vote on each matter before the consortium.

Article IV

Meetings

The Consortium shall meet quarterly, with additional meetings as needed.

Meetings shall be held at Lassen Community College or such other place and at the time as designated by the consortium.

The length of the meetings should not exceed 90 minutes.

Notice of the date, time and place of meetings of the consortium shall be delivered to each member, partner, or community member on the consortium email list, via electronic mail. Notice shall be sent out at least 72 hours prior to the meeting. Notice will be advertised in the local newspaper one week prior to a meeting.

Email shall be used to communicate and conduct consortium business as much as is practical.

50% of the consortium members/partners constitute a quorum.

Article V

Officers

The officers shall be a Chair, Co-chair, and a secretary appointed or elected by the members of the consortium. Officers were elected at the 2/7/14 meeting by consortium approval.

Chair: Dr. Marlon Hall, Superintendent/President of Lassen College

Co-Chair: Patricia Gunderson, Superintendent of Lassen County Office of Education (elected at the 9/30/2015 meeting to replace prior Co-Chair)

Secretary: Fran Oberg, Executive Assistant at Lassen College



Lassen County AB86 Consortium

<p>Chairperson Dr. Marlon Hall Superintendent/President Lassen Community College</p>	<p>Co-Chairperson Patricia Gunderson Superintendent of Lassen County Office of Education</p>	<p>Secretary Fran Oberg Executive Assistant Lassen Community College</p>
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<p>Executive Members</p> <p>Lassen Community College Lassen High School District Big Valley School District Modoc High School District Surprise Valley District Shaffer School District Westwood School District Fort Sage School District Long Valley Charter, JPA Modoc County Office of Ed. Lassen County Office of Ed</p>	<p>Partner Representatives</p> <p>Alliance for Workforce Dev.-WIOA Lassen Library District Lassen County Social Services Lassen County Sheriff's Dept. Lassen County Probation Dept. Susanville Indian Rancheria Banner Lassen Medical Center CA. Correctional Center High Desert State Prison Federal Correctional at Herlong Kirack Construction Retired school officials</p>	<p>Fiscal Agent</p> <p>Lassen Community College District</p> <p>David Clausen, VP of Administrative Services</p>
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Workgroups

All Members and Partners participate in consortium meeting workgroups that steer the consortium in the direction to meet the needs of community adult learners



Project Director, Coordinator of Special Grant Programs, Institutional Researcher, Specialists, for compliance and data reporting, communications to consortium, coordination David Clausen, Paige Broglio, Brian Murphy, CCCCCO- AEBG

