

**Consortia Report on Governance Compliance of Rules and Procedures – Amended August 2018**

Consortium Name:

Planning Grant Fiscal Agent Name (for tracking purposes only):

Consortium Point Person (or person submitting this document):  
Name:

Consortium Role:

E-Mail:

**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?**

*In accordance with AB104, all eligible providers of adult education within our boundaries were invited to join the SBCCDC. Current members include: San Bernardino Community College District (San Bernardino Valley College and Crafton Hills College), Colton Joint Unified School District, Redlands Unified School District, Rialto Unified School District, San Bernardino City Unified School District, San Bernardino County Superintendent of Schools, and Yucaipa-Calimesa Joint Unified School District.*

**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?**

*All Members will submit their data to the Consortium, and the Consortium staff will compile and submit the regional data to the state. The Consortium will identify funding sources to be reported annually in compliance to the Adult Education Block Grant. Official-designated members will certify the data annually to validate and check for accuracy. All Consortium members have agreed to the reporting of funds and to complying with this reporting process.*

**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?**

*All members of the Executive Committee have submitted a document (memo) to their respective governing board to designate them as the official representative for their district. Each member will send the Executive Director minutes from their respective board meeting indicating their designation as the representative.*

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

*The Consortium recognizes the benefits of full and active participation by all members in the decision-making process and implementation of IAEC 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 notifications 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 IAEC have agreed to act in accordance with applicable AEBG law, the IAEC Annual Plans, and IAEC Three-Year Plan. IAEC Members participate annually in shared, or peer-to-peer monitoring for member effectiveness, adherence to IAEC Plans, and AEBG performance measured outcomes.*

**5. What will be the relative voting power of each member?**

*Each member's Board of Education will designate, via agenda item, a voting representative(s) to the Consortium Board and ensure attendance at and participation at regular Consortium meetings. Each member district shall have one (1) vote. Four K-12 Member Districts plus 1 Community College constitutes a quorum. In the case of a vacated position by a voting member, the "Interim" or "Acting" individual in the vacated position would be allowed to vote in their place. If a voting member is not able to attend a Board vote in person, votes may be cast via telephone and documented in the minutes, in accordance with the Brown Act. The vote of each officially designated member shall be recorded when cast. The names of the members making and seconding each motion shall be recorded in the Consortium minutes.*

**6. How will decisions be approved?**

*All Consortium meetings shall be conducted in accordance with AB104 Adult Education Block Grant (AEBG), the IAEC Governance Plan, and all applicable laws. Decisions will be made by consensus of members of the Consortium.*

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

From the onset of the AB86 planning phase, the consortium reached out to a professional facilitator who guides meetings using the Technology of Participation facilitation method. The Executive Committee discussed various governance models and decided upon the method that best suits this consortium

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

*The IAEC encourages all interested persons to attend monthly Board meetings and to address the Consortium Board concerning any item on the agenda or within the Consortium's jurisdiction.*

*The IAEC 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 IAEC Board:*

### *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 agenda item 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 Board 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 Board 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. Individuals shall be allowed up to three (3) minutes to address the Consortium Board on each agenda item during the general public comments section of the agenda, unless there are extenuating circumstances, in which case the Consortium may extend the time limit for individual remarks.*

**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?**

*IAEC 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 Consortium members and partners. Consortium members are encouraged to post the agendas at their individual web sites*

**10. 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*

**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.**

*Several of the regional entities mentioned; libraries, WIB and community-based organizations had a strong presence during the AB86 planning phase and are kept abreast of consortium activity. In addition, the project coordinator attends quarterly regional county WIB meetings where all these entities are present and proposed decisions can be announced.*

*Community partners and other entities are invited and encouraged to participate in all Consortium meetings. IAEC's founding partners include the San Bernardino County Workforce Investment Board. Community agencies not benefiting from formal partnership with IAEC with an interest in adult education are encouraged to engage IAEC and its Members to benefit the region as appropriate until a formal partnership can be established*

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

*The Executive Committee will vote on a distribution schedule pursuant to section 84913 at a regularly scheduled open meeting. This distribution schedule will encompass the active Three-Year Plan.*

**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?**

*A) The San Bernardino Community College District was chosen by the consortium members to be the fiscal agent, and receive and distribute the funds.*

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

*Per AB104 Legislation section 84917 those entities listed shall become a participating member of the consortium pursuant to receiving funds from the listed areas. In addition, new members will need to agree to and sign this governance template indicating they are aware and will abide by the consortium governance structure. For members to leave or be dismissed, section 84914 outlines characteristics such as a member is no longer willing to provide services, a member cannot provide services or a member is consistently ineffective in providing services as reasons for reduced funding, this consortium will use these measures to determine if a member needs to leave or be dismissed from the consortium*

*The Consortium will adhere to the membership guidelines as defined by AB104, Education Code, and the IAEC Member Contracts.*

*Considerations for dismissal from the Consortium include:*

- The member no longer wishes to provide services consistent with the adult education plan;*
- The member cannot provide services that address the needs identified in the adult education plan; or*
- The member has been ineffective in providing services that address the needs identified in the adult education plan, and reasonable interventions have not resulted in improvement.*

*In addition to the considerations specified in AB104:*

- Regular attendance is expected at monthly Consortium meetings.*
- Dismissal from or admission to the Consortium shall be accomplished with a simple majority vote from the Consortium Board.*

- *If the member initiates leaving the Consortium, IAEC will require the member's Governing Board approval.*
- *If the Consortium initiates dismissal, the Consortium will inform the member's Superintendent and Governing Board and follow due process.*
- *IAEC Members may be dismissed from IAEC for failure to demonstrate member effectiveness.*
- *A record of intervention steps and dismissal actions shall be kept in the official minutes of Consortium Board Meetings.*
- *If the Consortium dismisses a Member, the Consortium Coordinator shall notify the AEBG State Project Monitor immediately.*

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

*An existing website houses all of the minutes to all the Executive, Steering and Hub meetings dating back to the onset of the grant documenting the existing working relationship.*

*<http://inlandab86.org/>*

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Consortium Member Signature Block

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