

Consortia Report on Governance Compliance of Rules and Procedures
updated as of March 26, 2025

The state is requesting that all consortia download, complete, and return this template in order to satisfy the California Adult Education Program (formerly Adult Education Block Grant) governance requirement. This will also help each consortium develop a decision making structure/process that is agreed upon by consortium members.

Download and save this PDF, open it with Adobe Acrobat Reader, fill in the form fields, print the completed form, have each officially designated member sign the document, scan and email to the tap@caladulthood.org.

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?

Yes. All community college districts, school districts and county offices of education, or any joint powers of authority consisting of such entities located within Santa Barbara Adult Education Consortium boundaries have been allowed to join as a member.

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 funds. The members will submit to the Chair of the Consortium timely reports in accordance with the State Chancellor's Office reporting requirements. The expenditure of funds will be evaluated by the Consortium members to ensure alignment with the goals and outcome measures of the Consortium and the State.

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 are required to submit to their governing body an agenda item to allow the governing body to officially appoint the member as the representative of the body. The members will report to the Chair of the Consortium the Agenda item and the minutes from the board showing approval and official designation of the member as a representative to serve on the Consortium.

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

All decisions are made at regular (or special) meetings of the Consortium. Consortium members are required to attend regular meetings and any special meetings called. A quorum is established with the majority of members in attendance. In the event a member cannot attend a meeting, that member may temporarily appoint an agent or representative from their organization with delegated authority. Such delegated authority must be in writing and signed by the member prior to the meeting.

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

e.g., 1 member = 1 vote

e.g., 1 institution = 1 vote (thus giving districts with multiple institutions multiple votes)

e.g., Other (eg, votes proportionate to adult students served)

Each member of the Consortium has one vote.

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

Decisions are approved by majority of 51%.

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

The members met and discussed governance, planning and decision-making, and unanimously agreed on the decision making model contained herein.

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

The Consortium members unanimously agreed to comply with the provisions of the Ralph M. Brown Act.

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?

The Consortium has a web page devoted to its membership, meetings, reports, and activities. In accordance with the Ralph M. Brown Act, at least 72 hours prior to a regular meeting the Consortium will post the agenda on its web page and outside the meeting entrance containing a brief general description of each item to be discussed or transacted at the meeting, including items to be discussed in closed session. 24 hours' notice will be provided prior to any special meetings. Any member of the public may attend meetings and will be allowed to provide comment on any agenda item by submitting a completed speakers slip at the beginning of a meeting. Public comment will be limited to 3 minutes per individual.

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

Any public comments received in writing in advance of the meeting will be read aloud during the 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.

The Consortium will solicit and consider comments and input regarding a proposed decision from other entities that provide education and workforce services for adults in the region by announcing its tentative decision in its regularly scheduled meetings and soliciting comment from these entities at the time of the meeting.

The Chair of the Consortium may limit comment time of each entity to 10 minutes or less in the interest of conducting a meeting in a timely manner. Members of the Consortium will consider comments and can make a final decision at the meeting, or defer a decision for further consideration.

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

Consortium members meet to discuss the distribution schedule and determine through deliberations the distribution schedule and ensure alignment to the program areas as defined in Section 84913.

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?

The Consortium has chosen Santa Barbara City College as the fiscal agent to serve as fund administrator, to receive and distribute funds.

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

Mandatory members (those who shall join in accordance with legislature) will be allowed to join automatically. Mandatory members may not be dismissed from the Consortium. If a representative of a mandatory member needs to leave, the governing body of that member must officially designate a new representative. Permissive members (those who may join in accordance with legislature) are allowed to join by a majority vote of the members. If a permissive member decides to leave the Consortium, a letter of resignation, approved by their governing body, must be submitted giving the Consortium 60 days' notice. A permissive member may be dismissed for nonperformance or noncompliance by a majority vote of the members.

