



**Regular Meeting Agenda**  
**Date: March 24, 2022**  
**Time: 3:00 p.m.**  
**Zoom Meeting ID: 946 8691 2354**

**Available with both regional members via Zoom ID 946 8691 2354**

**<https://hancockcollege.zoom.us/j/94686912354>**

**Allan Hancock College, 800 S. College Drive, Santa Maria, CA 93455**

**Lompoc Adult School and Career Center 320 North J Street, Lompoc, CA 93436**

Northern Santa Barbara County Adult Education Programs Consortium

Board Members: Dr. Sofia Ramirez Gelpi (AHC), Margaret Lau (AHC), Elaine Webber (LUSD), Brian Jaramillo (LUSD)

Meeting Chair: Dr. Sofia Ramirez Gelpi

- 1. Call to Order**
- 2. Roll Call & Establishment of Quorum**
- 3. Approval of Agenda as Presented**
- 4. Member Agency Reports**

- a. Allan Hancock College – Dr. Sofia Ramirez Gelpi
- b. Lompoc Unified Adult School – Elaine Webber

- 5. Approval of Minutes/Record of Meetings**

**5.1 Approval of minutes from February 24, 2022, Regular Meeting. ([Attachment A1](#))**

- 6. Public Comment and Entity Comment**

This section of the agenda is intended for members of the public to address the board on items involving regional Adult Education. Public comment not pertaining to specific agenda items is welcome under public comment. Testimony on specific agenda items will be welcome during consideration of the item by the Consortium Board.

- 7. Discussion/Information**

**7.1 Three-Year Plan Planning Update**

The member agencies of the consortium are measuring outcomes from the current Three-Year Plan, which is in its final year, and collecting data internally as well as from stakeholders throughout the region to inform the Consortium's next Three-Year Plan 2022-2025, which will be due to the state by June 2022. Community input sessions have been conducted. Local economic data has been compiled. State requirements and a draft plan will be presented in April at a Special Meeting.

**7.2 Governing Document Review/Revise**

Pursuant to the Consortium's Three-Year Plan, the Governing Documents have been updated and prepared as a draft for review. The project completion date is scheduled by June 2022. ([Attachment A2](#))

**7.3 Consortium Name**

The Consortium Board discussed choosing a new name, at the October 2021, meeting, to reflect the member agencies of the consortium. The name under consideration is Allan Hancock and Lompoc Unified Adult Education Consortium (AHLUAEC).

- 8. Action Items**

**8.1 Resolution – AB 361 Flexibility for Remote Open Meetings**

A recommendation that the Board adopt Resolution AB 361 for Remote Open Meetings to continue to meet virtually. Assembly Bill 361 provides local agencies with the ability to meet remotely during proclaimed state emergencies under modified Brown Act requirements. Without the adoption of the Resolution every 30 days, Consortium meetings revert to original Brown Act requirements and must offer public access to all physical locations where board members are gathered. ([Attachment B](#))

**8.2 Member Expense Reports**

A recommendation to approve of the 19/20, and 20/21, and 21/22 (Q2) Member Expense Report Certification (due by March 31). Fiscal departments for member agencies have submitted reports. ([Attachment C](#))

**8.3 Member Close Out Report**

A recommendation to approve close out of 19/20 funds in NOVA certified by Consortia certification (due in NOVA by March 31). Fiscal departments for member agencies have submitted reports: \$0 dollars remain of the 2019-2020 funding. ([Attachment C](#))

#### **8.4 Consortium Fiscal Administration Declaration (CFAD) 2022-2023 Fiscal Year**

A recommendation to approve the Consortium Fiscal Administration Declarations (CFAD) for 2022-2023 as presented. Total CAEP budget is \$1,855,946, an increase of 5.3%. Pursuant to CAEP guidelines, the funding will be allocated to each member agency in accordance with established percentage practice of the consortium: \$777,040 to member Allan Hancock College and \$1,078,906 to Lompoc Unified Adult School. ([Attachment D](#))

#### **8.5 Consortium Name Change**

A recommendation that the Consortium approve the following as its new name to reflect both member agencies: Allan Hancock and Lompoc Unified Adult Education Consortium (AHLUAEC). The new name will become effective when the consortium's Governance document revision is approved (due by June 2022).

### **9. Old Business**

### **10. New Business**

### **11. Adjournment**

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In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact Marina Washburn at (805-922-6966 x 3588). Please make requests 48 hours prior to the meeting in order to make reasonable arrangements to ensure accessibility to this meeting.

\*Public comment forms are available at the meeting. If you are unable to attend and wish to make public comment, contact Marina Washburn at (805-922-6966 x 3588). The CAEP Consortium Public Meetings are scheduled alternate fourth Thursdays of the month at 3:00 pm.

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Zoom Topic: CAEP Meeting ID 946 8691 2354 Meeting URL: <https://cccconfer.zoom.us/j/94686912354>

Phone one-tap: US: +16699006833,,96046898402# or +12532158782,,96046898402#

Join by Telephone – For higher quality, dial a number based on your current location.

Dial US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 312 626 6799 or +1 646 876 9923 or +1 301 715 8592

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<https://cccconfer.zoom.us/skype/96046898402>

## Attachment A1: February 24, 2022, Minutes



**CALIFORNIA  
ADULT EDUCATION  
PROGRAM**

### Special Meeting Agenda

Date: February 24, 2022

Time: 3:00 p.m.

Zoom Meeting ID: 946 8691 2354

Available with both regional members via Zoom ID 946 8691 2354

<https://hancockcollege.zoom.us/j/94686912354>

Allan Hancock College, 800 S. College Drive, Santa Maria, CA 93455

Lompoc Adult School and Career Center 320 North J Street, Lompoc, CA 93436

Northern Santa Barbara County Adult Education Programs Consortium

Board Members: Dr. Sofia Ramirez Gelpi (AHC), Margaret Lau (AHC), Elaine Webber (LUSD), Brian Jaramillo (LUSD)

Meeting Chair: Elaine Webber

#### 1. Call to Order

Elaine Webber called the meeting to order at 3:00 p.m.

#### 2. Roll Call & Establishment of Quorum

Roll called with the following members present: Lau, Jaramillo, Webber.

All present: Quorum established; Absent: Ramirez Gelpi.

#### 3. Approval of Agenda as Presented

On a motion by Lau, seconded by Jaramillo, the board approved the agenda.

Roll call vote: Ayes: Lau, Jaramillo, Webber, Noes: none; Abstentions: none

#### 4. Public Comment and Entity Comment

No public comment or entity comment.

#### 5. Action Items

##### 5.1 Resolution – AB 361 Flexibility for Remote Open Meetings

On a motion by Lau, seconded by Jaramillo, the board approved adoption of AB 361 for Remote Open Meetings to continue to meet virtually.

Roll call vote: Ayes: Lau, Jaramillo, Webber, Noes: none; Abstentions: none

#### 6. Adjournment 3:03

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## Attachment A2: Governing Documents

### **Bylaws of the Allan Hancock and Lompoc Unified Adult Education Consortium**

#### ARTICLE I - NAME, PURPOSE, PRINCIPLES and FUNDING

##### *Section 1 - Name*

The name of the organization shall be **Allan Hancock and Lompoc Unified Adult Education Consortium (AHLUAEC)**

*DRAFT*

##### *Section 2 - Purpose*

The purpose of the AHLUAEC is to implement the AB86 legislation via an established consortium and follow approved protocols and strategies. The AHLUAEC implements the comprehensive three-year plan developed through the AB86 Adult Education Consortium Grant/California Adult Education Program (CAEP) and revisions to the plan, as needed, to better provide adults in the region with the following programs specified within current legislation:

- Programs in elementary and secondary skills, including those leading to a high school diploma or high school equivalency certificate.
- Programs for immigrants in citizenship, ESL, and workforce preparation.
- Programs for adults, including, but not limited to, older adults, that are primarily related to entry or re-entry into the workforce.
- Programs for adults, including, but not limited to, older adults, that are primarily designed to develop knowledge and skills to assist elementary and secondary school children to succeed academically in school.
- Programs for adults with disabilities.
- Programs in career technical education that are short term in nature with high employment potential.
- Programs offering pre-apprenticeship training conducted in coordination with one or more apprenticeship programs approved by the Division of Apprenticeship Standards.

Individual Consortium members may contract with and/or appoint individuals, delegate tasks, and plan/execute spending in areas such as capital expense, personnel, operational, instructional, professional, etc. as needed to support achieving the consortium goals. Shared funding projects will be identified and accounted for between members within the state NOVA system.

AHLUAEC will ensure that the projects, activities, and strategies undertaken are aligned with the objectives of the legislation for the adult education program, and included in the AHLUAEC Three-Year Plan. Member agencies submit annual plans, budgets, and financial reports into the Nova system for certification. During the program year, annual plans that require budget amendment in the Nova system must be presented to the board for executive action that authorizes the uncertifying and recertifying process for such changes to be entered into the Nova system.

##### *Section 3 - Guiding Principles*

- The AHLUAEC places the highest value on students achieving their educational and career goals.
- The AHLUAEC strives to help improve the community by providing adults with educational pathways to the workforce, advancement within the workforce, skill building advancement, and higher education.
- The AHLUAEC works collaboratively and fairly to allocate financial resources and achieve efficiency in meeting the needs of AHLUAEC students.
- The AHLUAEC shares responsibility and accountability for all project and student outcomes.
- Adult education programs are open to all adults in accordance with current laws and regulations. The goal is to balance access and success.
- The AHLUAEC adheres to a transparent process of open and collegial communication.

#### *Section 4 - Funding*

- The AHLUAEC recognizes members have multiple revenue streams that directly or indirectly support the purpose of the AHLUAEC.
- The AHLUAEC recognizes that it will receive an annual allocation of funding from the California Adult Education Program (CAEP).
- The AHLUAEC will annually allocate funding for members in accordance with the law and the annual work plan/budget approved by the Executive Board.

### ARTICLE II - MEMBERSHIP

*DRAFT*

#### *Section 1 - Membership*

Membership in the AHLUAEC is governed by current California State legislation.

#### *Section 2 - Participants*

The voting members of the AHLUAEC are:

- Allan Hancock Community College District (AHCC)
- Lompoc Unified School District Adult School and Career Center (LUSDASCC)

#### *Section 3 - Executive Board Representation*

Each of the organizations in section 2 must have representation on the Executive Board by the 2 officials designated by their respective local governing boards or elected Superintendent. Additional representatives from each member organization may attend the Executive Board meetings. All members are expected to abide by the bylaws of the AHLUAEC.

### ARTICLE III - MEETINGS

#### *Section 1 - Executive Board Meetings*

There will be a minimum of four quarterly meetings of the Executive Board annually, open to the public, and held at a time and location which will be designated by the Executive Board. At the first quarter meeting, the Executive Board may appoint a Chair and Vice-chair. At these meetings, the Executive Board will conduct business and receive reports on the activities of the Consortium members in relation to the annual and three-year plans and the budget and expenditures to date. Opportunities will be provided for public comment.

Board members unable to attend an Executive Board meeting in person may participate via Brown Act allowable means/technology in accordance with Brown Act regulations.

### *Section 2 - Subcommittee Meetings*

Subcommittees may be created by the Board. Meetings of the members and invited partners shall be held as agreed, at a time and place designated by the Executive Board and in accordance with Brown Act requirements.

### *Section 3 - Special Meetings*

Special meetings may be called by any member of the Executive Board and must be noticed at least 24 hours in advance and held in accordance with Brown Act requirements.

### *Section 4 - Notice of Regular Board Meetings*

Regular meetings will be scheduled and noticed at least 72 hours in advance in accordance with the Brown Act requirements.

### *Section 5 - Quorum*

*DRAFT*

For meetings of the Executive Board, a quorum shall be a majority of the voting members. A four (4) member Executive Board requires three (3) members present to constitute a quorum. Meetings may still be held without a quorum for the purpose of presentation or discussion. However, no actions or voting may take place without a quorum.

### *Section 6 - Voting*

Members shall attempt to reach decisions by consensus. However, if a clear consensus cannot be obtained, discussion shall continue until a decision can be reached by a majority vote. Proxy voting and absentee ballots are not permitted.

Annual Consortium Fiscal Administration Declaration (CFAD Budget) must be approved by consensus of all voting members as required by legislation.

## ARTICLE IV - Executive Board

### *Section 1 - Role, Size, and Compensation*

The Executive Board is composed of a total of four (4) voting members responsible for overall policy and direction of the Consortium.

The Executive Board will be composed of two (2) representatives from each of the two member agencies and designated by the local governing boards of each member organization or the Superintendent.

### *Section 2 - Officers and Duties*

There shall be two officers of the Executive Board consisting of a Chair and

Vice-chair. Their duties are as follows:

The Chair shall preside at all meetings of the Executive Board, oversee preparation of the meeting agendas and supporting materials, and perform other duties, which may be assigned by the Executive Board.

The Vice-chair shall act as Chair in the absence of the Chair and shall perform such other duties as may be prescribed by the vote of the Executive Board.

### *Section 3 - Voting*

Each Executive Board member will have one vote. In order to cast a vote, at least three of the four members of the Executive Board must be present. In case of a tie, the discussion will continue until the tie is broken or the matter is tabled for future consideration.

Summary of votes by participants:

*DRAFT*

Allan Hancock Community College District	2 votes
Lompoc Unified School District Adult School	2 votes

All decisions under the jurisdiction of the Executive Board will be decided by a simple majority vote unless otherwise indicated in these by-laws.

## ARTICLE V - COMMITTEES

### *Section 1 - Committee Formation*

The Executive Board may create committees as needed. Committees will operate under the direction of the Executive Board and coordinated by a chair appointed by the Executive Board.

### *Section 2 - Committee Minutes*

Any committee will keep regular minutes of its proceedings and make these minutes available to the Executive Board.

## ARTICLE VI - FISCAL YEAR

The fiscal year of AHLUAEC shall run from July 1 to June 30.

## ARTICLE VII - AMENDMENTS

The Bylaws may be altered or amended at a properly published meeting of the AHLUAEC by two-thirds of the total Consortium membership, provided that notice of the proposed change has been sent to each Consortium member at least 7 days prior to the meeting.



## ARTICLE VIII - FISCAL AGENT or DIRECT FUNDING

The Executive Board may vote annually on whether to have a direct funding model or a fiscal agent model. If the fiscal agent model is selected, then each member will have an opportunity to offer to be the fiscal agent and propose how they will carry out the duties as fiscal agent. The Executive Board will then vote and select the member to be the fiscal agent.

### *Section 1 - Fiscal Agent*

A fiscal agent acts as a banker. It processes expenses related to the AEP as agreed upon by the Executive Board. It certifies that the AEP expenditures have been prepared in accordance with applicable federal and state laws and regulations. It works with the Executive Board to implement fiscal decisions made by the Executive Board.

Approved: ALLAN HANCOCK AND LOMPOC UNIFIED ADULT EDUCATION CONSORTIUM

\_\_\_\_\_ 2022

*DRAFT*



## ATTACHMENT B: AB 361 RESOLUTION

### A RESOLUTION OF THE EXECUTIVE BOARD OF THE ALLAN HANCOCK COLLEGE CONSORTIUM AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE GOVERNING BOARD OF THE CONSORTIUM PURSUANT TO BROWN ACT PROVISIONS.

WHEREAS, the Allan Hancock College Consortium is committed to preserving and nurturing public access and participation in meetings of the Executive Board; and

WHEREAS, all meetings of Allan Hancock College Consortium's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 — 54963), so that any member of the public may attend, participate, and watch the Consortium's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the Consortium's boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, an additional condition for meeting remotely is that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, Santa Barbara County Public Health Department recommends social distancing; and

WHEREAS, the Executive Board does hereby find that meeting in-person has caused, and will continue to cause, conditions within the Consortium Region that are likely to be beyond the control of services, personnel, equipment, and facilities of the Consortium, and desires to proclaim a local emergency and ratify the proclamation of state of emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency, the Executive Board does hereby find that the Allan Hancock College Consortium shall conduct its meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph of subdivision (e) of section 54953; and

WHEREAS, Zoom links have been provided to ensure access for the public.

NOW, THEREFORE, THE EXECUTIVE BOARD OF Allan Hancock College Consortium DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. The Executive Board has reconsidered the circumstances of the state of emergency, and the following conditions exist:

The state of emergency continues to directly impact the ability of the members of the Consortium Board to meet safely in person; and

Local officials continue to impose or recommend measures to promote social distancing.

Section 3. Remote Teleconference Meetings. The Allan Hancock College Consortium is hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this

Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act. Meetings experiencing technical interruptions will be terminated and rescheduled.

Section 4. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective for 30 days, or such time the Executive Board adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of the Allan Hancock College Consortium may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Executive Board of the Allan Hancock College Consortium, this 24th day of March 2022, by the following vote:


AYES:  
NOES:  
ABSENT:  
ABSTAIN:

_____ Sofia Ramirez Gelpi Chair Consortium Board	_____ Date
_____ Elaine Webber Co-Chair Consortium Board	_____ Date

## Attachment C: Q2 Financial Report

### Allan Hancock Joint CCD 2021-22 Q2

Submitted by Marina Washburn  
Approved by Dr. Sofia Ramirez Gelpi Ph.D.

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Project Budget	Budget Remaining
1000 - Instructional Salaries	\$14,751	\$21,764	67.78%	\$108,822	13.56%	\$94,071
2000 - Non-Instructional Salaries	\$142,049	\$168,657	84.22%	\$843,285	16.84%	\$701,236
3000 - Employee Benefits	\$37,393	\$60,274	62.04%	\$301,369	12.41%	\$263,976
4000 - Supplies and Materials	\$116,969	\$24,472	477.97%	\$122,359	95.59%	\$5,390
5000 - Other Operating Expenses and Services	\$91,969	\$30,536	301.18%	\$152,679	60.24%	\$60,710
6000 - Capital Outlay	\$105,785	\$36,395	290.66%	\$181,976	58.13%	\$76,191
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$25,446	\$17,011	149.59%	\$85,054	29.92%	\$59,608
Totals	\$534,362	\$359,109	148.8%	\$1,795,544	 29.76%	\$1,261,182

#### Corrective Action Plan \*

Staff recruitment and hiring are in progress.

#### Additional Comments

Not Entered

#### Allocation Year 2019-20 Closeout

I have reviewed the fiscal reports for my agency and confirmed that all funds for this allocation year have been spent.

#### 2019-20 Reverted Funds:

\$0

### Lompoc Unified 2021-22 Q2


Submitted by Lompoc Adult School and Career Center Elaine Webber  
Approved by Dr. Sofia Ramirez Gelpi Ph.D.

# Lompoc Unified

## 2021-22 Q2

Submitted by Lompoc Adult School and Career Center Elaine Webber

Approved by Dr. Sofia Ramirez Gelpi Ph.D.

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Project Budget	Budget Remaining
1000 - Instructional Salaries	\$191,040	\$417,713	45.73%	\$835,425	22.87%	\$644,385
2000 - Non-Instructional Salaries	\$52,856	\$118,515	44.6%	\$237,030	22.3%	\$184,174
3000 - Employee Benefits	\$65,459	\$178,535	36.66%	\$357,070	18.33%	\$291,611
4000 - Supplies and Materials	\$40,482	\$69,929	57.89%	\$139,858	28.95%	\$99,376
5000 - Other Operating Expenses and Services	\$84,736	\$109,722	77.23%	\$219,443	38.61%	\$134,707
6000 - Capital Outlay	\$0	\$14,310	0%	\$28,619	0%	\$28,619
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$21,137	\$45,436	46.52%	\$90,872	23.26%	\$69,735
Totals	\$455,710	\$954,159	47.76%	\$1,908,317	 23.88%	\$1,452,607

### Corrective Action Plan \*

Staffing vacancies are anticipated to be filled in Q3, resulting in increased expenditures. Program expenses are also expected to increase in Q3.

### Additional Comments

Not Entered

### Allocation Year 2019-20 Closeout

I have reviewed the fiscal reports for my agency and confirmed that all funds for this allocation year have been spent.

#### 2019-20 Reverted Funds:

\$0



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NOVA Site Version: [4.47.4](#)

## Attachment D: Fiscal Declaration CFAD 2022-2023

3/21/22, 2:27 PM

NOVA: CAEP Consortium Fiscal Administration Declaration: 2022-23 01 Allan Hancock College Consortium

California Adult Education Program : CFAD : 2022-23 Produced: Mar 21, 2022, 02:27 PM UTC Elaine Webber

### 01 Allan Hancock College Consortium

#### Fiscal Declaration - Draft

**Consortium Name:** 01 Allan Hancock College Consortium

**Funding Channel:** Direct Funded

**Narrative:** N/A

**Changes:** N/A

#### Member Allocations

Member Name	(2022-23)	(2021-22)	(2020-21)
Allan Hancock Joint CCD	\$777,040	\$737,707	\$743,450
Lompoc Unified	\$1,078,906	\$981,139	\$988,776
<b>Total Allocated to Members</b>	<b>\$1,855,946</b>	<b>\$1,718,846</b>	<b>\$1,732,226</b>
<b>Total CAEP Funds</b>	<b>\$1,855,946</b>	<b>\$1,762,029</b>	<b>\$1,693,446</b>
<b>Total Remaining</b>	<b>\$0</b>	<b>\$43,183</b>	<b>\$-38,780</b>

No Governance questions have been configured yet.

#### Member Agencies

Member Agency	Member Type	Contact	Phone
<a href="#">Allan Hancock Joint CCD</a>	District	Dr. Sofia Ramirez Gelpi Ph.D.	(805) 922-6966 ext: 3325
<a href="#">Lompoc Unified</a>	Unified School District	Margarita Reyes 3346417	

#### 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)).

No approver contacts.



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