



Special Meeting Minutes

Date: April 27, 2023

Time: 9 a.m.

Zoom Meeting ID: 896 1232 8605

The meeting will be available for both regional consortium locations via Zoom and at the physical locations noted below:

<https://lompocschools.zoom.us/j/89612328605?pwd=WmFwMGVINWE1VGtHRGUxME8xODJvZz09>

Allan Hancock College, 800 S. College Drive, Building S-106, Santa Maria, CA 93455

Lompoc Unified School District, 1301 North A Steet, Conference Room 1, Lompoc, CA 93436

Allan Hancock and Lompoc Unified Adult Education Consortium

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

Meeting Chair: Dr. Sofia Ramirez Gelpi

1. Call to Order:

The meeting was called to order at 9:00 a.m.

2. Roll Call & Establishment of Quorum

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

Jaramillo absent. Quorum established.

3. Approval of Agenda as Presented

On a motion by Webber seconded by Lamica the board approved the agenda.

Roll call vote: Ayes: Lamica, Webber, Ramirez Gelpi. Noes: None. Abstentions: None.

4. Public Comment and Entity Comment - None

5. Action Items

5.1 Consortium Fiscal Administration Declaration (CFAD) 2023-2024 Fiscal Year

On a motion by Lamica, seconded by Webber, the board approved the Consortium Fiscal Administration Declarations (CFAD) for 2023-2024 as presented. Total CAEP budget is \$2,030,272 an increase of \$174,326 an increase of 9.3%. Pursuant to CAEP guidelines, the funding will be allocated to each member agency in accordance with established percentage practice of the consortium: \$850,026 to member Allan Hancock College and \$1,180,246 to Lompoc Unified Adult School.

6. Adjournment. The meeting was adjourned at 9:06 a.m.

In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact Elaine Webber at (805-742-3100). Please make requests 48 hours prior to the meeting in order to make reasonable arrangements to ensure accessibility to this meeting. Meeting documents are available at member agencies.

*Public comment forms are available, and public comment of up to three minutes is offered to members of the general public at Regular meetings during Public Comment and upon discussion of Agenda items. Members of the public may comment at Special Meetings for up to three minutes on Agenda items. If you are unable to attend and wish to make public comment, contact Elaine Webber at (805-742-3100). The CAEP Consortium Public Meetings are scheduled quarterly.

Topic: Allan Hancock and Lompoc Unified Adult Education Consortium. Join Zoom Meeting

<https://lompocschools.zoom.us/j/89612328605?pwd=WmFwMGVINWE1VGtHRGUxME8xODJvZz09>

Meeting ID: 896 1232 8605 Passcode: 141103

One tap mobile +16699009128,,89612328605#,,,,*141103# US (San Jose) +16694449171,,89612328605#,,,,*141103# US

Meeting ID: 896 1232 8605 Passcode: 141103 Find your local number: <https://lompocschools.zoom.us/u/kb2jT4SjL>

ATTACHMENT A: Consortium Fiscal Administration Declaration (CFAD) 2023-2024 Fiscal Year

Consortium Name Allan Hancock and Lompoc Unified Adult Education Consortium

Funding Channel Direct Funded

Narrative Planned allocations are aligned to the Consortium's approved Three-Year and Annual Plans. Member agencies provide program and fiscal reports to the Consortium in accordance with CAEP requirements.

Changes No Changes

Member Allocations

Member Name	(2023-24)	(2022-23)	(2021-22)
Allan Hancock Joint CCD	\$850,026	\$777,040	\$737,707
Lompoc Unified	\$1,180,246	\$1,078,906	\$981,139
Total Allocated to Members	\$2,030,272	\$1,855,946	\$1,718,846
Total CAEP Funds	\$2,030,272	\$1,877,621	\$1,762,029
Total Remaining	\$0	\$21,675	\$43,183

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 AB 1491 legislation. 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



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?

Regarding available funds report and evaluation, the governing documents require the following: AHLUAEC will provide ongoing evaluation and 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 that include carryover plans 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.

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?

Governing Documents expressly define member representation in accordance with respective legislation. The consortium adheres to its governing documents and legislation in all of its dealings

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

Governing Documents expressly guide member participation and decision making in accordance with legislation and Brown Act requirements. All member agencies participate equally and consistently. Additionally, the consortium adheres to its governing documents and legislation in all of its dealings.

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 Governing Documents define a decision-making model that follows the Brown Act and legislative directive. The model in use has served the consortium well with all votes being resolved through dialogue and consensus. This has been our ongoing model since original governing documents were created and the consortium began.

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

Governing documents address decision making, properly noticed meetings, public comment and other related matters. In accordance with the Brown Act and legislation, all decisions are agendaized and discussed in open, properly noticed public meetings that include public comment periods as well a public comment opportunity on individual agenda items.

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.

Governing Documents expressly follow Brown Act and Legislative requirements of meeting components, including public comment opportunity. All public decisions are published in the Consortium minutes. Public comments are included with agenda items, pursuant to the Brown Act.

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

Governing Documents address this matter. Public comments are published on the Consortium website and included in the meeting 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.

In accordance with the Brown Act, the consortium solicits and considers comments and input regarding proposed decisions from other entities in various ways: other entities are invited to present at public meetings, attend consortium retreats/workshops, provide input via surveys, and contact individual member agencies for more in-depth planning /conversations

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

Pursuant to the Government Documents, the Consortium monitors all member planning and spending in accordance with legislation and other requirements

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?

B) chosen to have funds flow directly to the member districts based upon the approved distribution schedule

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

Governing Documents address this matter and follow legislative requirements.

16. What is the consortium's defined "excessive" member carryover percentage threshold?

Governing Documents address this matter and follow legislative requirements.

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?

AHLUAEC will provide ongoing evaluation and 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 carryover plans, and financial reports into the Nova system for certification

18. How does your consortium define member effectiveness?

Our consortium holds all members accountable to adhere to the legislative policies. AHLUAEC will provide ongoing evaluation and 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.

19. What bylaws does your consortium have addressing member effectiveness?

Section 2 of our governing documents addresses member effectiveness, and this is largely achieved by ongoing member planning, review and reporting at the consortium level.

20. Does the consortium have a formal document detailing its work beyond the questionnaire?

Yes - <https://resources.finalsite.net/images/v1655839602/lusdorg/hlw4yyx8qjbyhwgwcjx0/AllanHancockandLompocUnifiedAdultEducationConsortiumBylawsFinalVersionApril2022.pdf>

Member Agencies

Member Agency	Member Type	Contact Phone
Allan Hancock	Joint CCD District	Dr. Sofia Ramirez Gelpi Ph.D. (805) 922-6966 ext: 3325
Lompoc Unified	Unified School District	Lompoc Adult School and Career Center Elaine Webber (805) 742-3100

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))

<p>Allan Hancock Joint CCD - Member Representative</p> <p>Sofia Ramirez Gelpi Dean, Academic Affairs sgelpi@hancockcollege.edu (805) 922-6966 ext: 3325</p>	<p>Lompoc Unified - Member Representative</p> <p>Elaine Webber Principal webber.elaine@lusd.org (805) 742-3100 Brian Jaramillo Director jaramillo.brian@lusd.org (805) 742-3310 John Grelck Budget Analyst grelck4.john@lusd.org (805) 742-3192</p>
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