



## CAEP Public Meeting Agenda

Date: August 25, 2022

Time: 3:30 p.m.

Zoom Meeting ID: 94686912354

### Allan Hancock and Lompoc Unified Adult Education Consortium

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

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

The meeting will be available for both regional consortium locations via Zoom

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

#### Allan Hancock and Lompoc Unified Adult Education 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**

The meeting was called to order at 3:31 p.m.

**2. Roll Call and Establishment of Quorum**

Roll called with the following members present: Webber, Lau Ramirez Gelpi. Quorum established. Absent: Jaramillo. (Arrived at 3:36 p.m.)

**3. Approval of Agenda**

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

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

**4. Public Comment and Entity Comment\***

**5. Approval of Minutes/record of meetings**

**6. Presentations/Oral Reports**

**7. Member reports**

Member agencies provided updates. (Brian Jaramillo joined the meeting at 3:36 p.m.)

**8. Action Items**

**8.1 On a motion by Webber seconded by Lzau the board approved requests for the following:**

- a. Request to Approve Resolution AB 361 Flexibility for Remote Open Meetings
- b. Request to Uncertify and Recertify the 2021-2022 Budget for Year End Adjustments
- c. Request to Approve the Annual Plan for 2022-2023. ([Attachment C](#))
- d. Request to Approve the 2022-2023 Consortium Fiscal Administrative Declaration ([Attachment D](#))

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

**9. Discussion/Information**

**9.1** Graduate Marketing Project Status: A collaborative marketing effort of the two Santa Barbara County Consortia to create an "Evergreen" product that can serve as a long-term reference item for the primary programming focus and benefit of our Santa Barbara County Adult Education providers: Allan Hancock Community College, Lompoc Unified Adult School, Santa Barbara City College.

**10. Old Business**

**11. New Business**

**12. The meeting was adjourned at 3:49 p.m.**

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>

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# Attachment A: Minutes



Regular Meeting Minutes  
Date: May 19, 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

Allan Hancock and Lompoc Unified Adult Education 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.**

The meeting was called to order at 3:01 p.m.

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

Roll called with the following members present: Lau, Webber, Ramirez Gelpi. Quorum Established. Absent Jaramillo.

**3. Approval of Agenda as Presented.**

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

Roll call vote: Ayes: Webber, Lau, Ramirez Gelpi. Noes: none

**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 April 14, 2022, Meeting.**

On a motion by Lau, seconded by Webber, the Board approved the minutes from April 14, 2022.

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

**5.2 Approval of minutes from April 21, 2022, Meeting.**

On a motion by Lau, seconded by Webber, the Board approved the minutes from April 21, 2022.

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

**6. Public Comment and Entity Comment**

Rafael Luna of the Sheriff's Office discussed GED testing and preparation locally and No. County Jails

Kathy Beckelhymer of Allan Hancock College discussed GED testing options and continuous improvement bodies

**7. Discussion/Information. None.**

**8. Action Items**

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

On a motion by Webber, seconded by Lau, the board approved Resolution AB361 Flexibility for Remote Open Meetings.

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

**8.2 Consortium Three-Year Plan Approval**

On a motion by Webber, seconded by Lau, the board approved the Consortium Three Year Plan.

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

**8.3 Consortium Governing Documents Approval**

On a motion by Webber, seconded by Lau, the board approved The Consortium Governing Documents.

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

**9. Old Business**

**10. New Business**

**11. Adjournment 3:28 p.m.**



CAEP Special Meeting Minutes  
Date: June 2, 2022  
Time: 3:00 pm  
Zoom: Meeting ID 946 8691 2354

The meeting is available at regional consortium locations via Zoom ID 815 7673 1945 Passcode 643480  
<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

**Allan Hancock and Lompoc Unified Adult Education Consortium**

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

Meeting Chair: Dr. Sofia Ramirez Gelpi

**1. Call to Order.**

The meeting was called to order at 3:01 p.m.

**2. Roll Called with the following members present: Webber, Lau, Ramirez Gelpi.**

Quorum established; Absent: Jaramillo.

**3. Approval of Agenda**

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

Roll call vote: Ayes: Webber, Lau, Ramirez Gelpi. Noes: none; Abstentions: none

**4. Public Comment and Entity Comment**

**5. Action Items**

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

On a motion by Webber, seconded by Lau, the board approved Resolution AB 361 for Remote Open Meetings.

Roll call vote: Ayes: Webber, Lau, Ramirez Gelpi. Noes: none; Abstentions: none

**6. Adjournment: Adjourned at 3:06 p.m.**



**CALIFORNIA  
ADULT EDUCATION  
PROGRAM**

CAEP Special Meeting Minutes

Date: June 23, 2022

Time: 3:00 pm

Zoom: Meeting ID 946 8691 2354

The meeting is available at regional consortium locations **via Zoom ID 815 7673 1945 Passcode 643480**  
<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

**Allan Hancock and Lompoc Unified Adult Education Consortium**

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

Meeting Chair: Dr. Sofia Ramirez Gelpi

**1. Call to Order.**

The meeting was called to order at 3:01 p.m.

**2. Roll Called with the following members present: Webber, Lau, Jaramillo, Ramirez Gelpi.**

Quorum established; Absent: None

**3. Approval of Agenda**

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

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

**4. Public Comment and Entity Comment**

**5. Action Items**

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

On a motion by Webber, seconded by Lau, the board approved the Resolution AB361 for Remote Open Meetings.

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

**5.2 20/21 and 21/22 Member Expense Report Certified in NOVA Q3**

On a motion by Lau, seconded by Webber, the board approved certification of the 19/20 and 20/21 Member Expense Report Q3.

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

**6. Discussion/Information Item:**

The Marketing Project - Santa Barbara County Adult Education Promotional Magazine was discussed

**7. Adjournment: Adjourned at 3:11 p.m.**



Special Meeting Minutes  
Date: July 7, 2022  
Time: 3:00 p.m.  
Zoom Meeting ID: 946 8691 2354

The meeting will be available for both regional consortium locations 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

**Allan Hancock and Lompoc Unified Adult Education 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**

The meeting was called to order at 3:00 p.m.

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

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

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, Jaramillo, Lau, Webber. Noes: none; Abstentions: none.

**4. Action Items**

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

On a motion by Jaramillo, seconded by Lau, the board approved the adoption of AB361 for Open Meetings to continue to meet virtually.

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

**5. Adjournment 3:02 p.m.**



Special Meeting Minutes

Date: July 28, 2022

Time: 3:30 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

Allan Hancock and Lompoc Unified Adult Education 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**

The meeting was called to order at at 3:30 p.m.

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

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

All present: Quorum established; Absent: Jaramillo

**3. Approval of Agenda as Presented**

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

Roll call vote: Ayes: Lau, Webber, Ramirez Gelpi. Noes: none; Abstentions: none

**4. Action Items**

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

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

Roll call vote: Ayes: Lau, Webber, Ramirez Gelpi. Noes: none; Abstentions: none

**5. Adjournment : Adjourned 3:33 p.m.**

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## 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 25th day of August 2022, by the following vote:

AYES: Four Three One None  
NOES: None  
ABSENT: One None  
ABSTAIN: None

\_\_\_\_\_  
Sofia Ramirez Gelpi  
Chair  
Consortium Board

\_\_\_\_\_ Date

\_\_\_\_\_  
Elaine Webber  
Co-Chair  
Consortium Board

\_\_\_\_\_ Date

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# Attachment C: Annual Plan

California Adult Education Program : Annual Plan : 2022-23 Produced: Aug 19, 2022, 09:38 PM UTC Elaine Webber

## 01 Allan Hancock and Lompoc Unified Adult Education Consortium

### Plans & Goals

#### Executive Summary

This strategic plan aims to identify the opportunities for growth of existing educational programs, potential development of new programs, and regional opportunities for collaboration to serve the Consortium Region better.

The Allan Hancock and Lompoc Unified Adult Education Consortium (AHLUEC) or "Consortium" represents an area of about 2,100 square miles, with five chartered cities, several unique non-incorporated communities, and a diverse population. The Consortium is composed of two-member organizations: Allan Hancock College Joint Community College District (Allan Hancock College or AHC) and Lompoc Adult School and Career Center (LASCC), Lompoc Unified School District (LUSD).

The Northern Santa Barbara County Region is a diverse socio-economic area distinct demographically and economically from Southern Santa Barbara. While the Santa Ynez Valley region enjoys considerable wealth and prosperity, the more populated areas of the Consortium region (Santa Maria, Guadalupe, Lompoc) are characterized by struggling local economies, higher than average unemployment, low graduation rates, a large number of English as second language learners, low literacy rates and pockets of extreme poverty.

According to the State's CAEP regional demographic data, English language learners and adults without a high school diploma make up the largest single sectors of Northern Santa Barbara County's potential adult education population (27% and 26%, respectively, with some overlap). In addition, when combining the underemployed population and those potentially benefiting from upskilling, specifically looking at the population identified as having some to no college, the potential adult education population increases by an additional 57%.

According to the CAEP Data and Reporting Tool, the estimated adult population of the NSBC Consortium region is approximately 182,082 people. Santa Barbara County Association of Governments (SBCAG), in its Regional Growth Forecast 2050 Santa Barbara County Report (1), projects the Consortium region's population to increase by 32% through 2050. Santa Maria is a top city in the South-Central Coast Region, leading in year-over growth. Regional demographic data compiled in by the CAEP Data and Reporting Tool shows that the Consortium features 26% of adults achieving less than a high school diploma, surpassing the statewide average of 18%. The region also features a high percentage of adults (17%) living in or near poverty.

Two areas where the consortium regional data exceeds state averages and indicates regional need include adults with no high school diploma and adults with limited English proficiency. Statewide, approximately 17% of adults have no high school diploma, compared to 25% of adults in the consortium region. Adults with limited English skills account for 9% of the population statewide but 16% of adults in the consortium region.

#### Regional Planning Overview

Members of the Consortium will collaborate on program implementation, including development of career pathways and industry sector strategies with a variety of partners. This includes chambers of commerce as well as local employers and agencies such as Santa Maria EconAlliance, Goodwill Industries, Workforce Collaborative, Santa Barbara Workforce Development Board, and Tri-Counties Regional Center Community Development. Consortium leadership participates in regional projects, most recently the America Recovery Plan (ARPA) Good Jobs Grant Project with Santa Barbara, San Luis Obispo, Fresno, and King Counties.

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#### Meeting Regional Needs

### Regional Need #1

#### Gaps in Service / Regional Needs

Regional needs include employment sector needs to include the following:

- Farm jobs are forecast to remain steady long-term. In this regard, the cannabis industry has the potential to be a source of continuing employment in this sector.
- Construction jobs are projected to increase as housing starts to recover, and long-term infrastructure spending surges.
- Computer and information sector jobs are projected to grow as internet activities surge.
- Professional and Business Service and Education and Health Care jobs will continue their above-average growth trends and account for a large share of future job growth in these forecasts.
- Government jobs are projected to grow but at a slower pace.
- The number of self-employed workers is projected to increase due to the gig economy.

#### How do you know? What resources did you use to identify these gaps?

Current indicators were collected from sources including the following and will be used to measure success. In addition, member agencies will measure utilizing in-place tools such as matriculation data, CASAS testing data, etc.

Workforce Development Board 2021-2025 Local Plan, Santa Barbara County Association of Governments (SBCAG) Regional Growth Forecast 2050 Santa Barbara County, BW Research Covid-19 Impact Report for Santa Barbara County, University of California Santa Barbara Impact Project 2021, U.S. Census Bureau Reports, Employment Development Department Projections, CAEP Online Reporting Tool.

#### How will you measure effectiveness / progress towards meeting this need?

The following will be used to measure success: in-place tools such as matriculation data, MIS, CASAS testing data, reports, surveys, Student Outcomes reports, etc.

Local data deriving from the following will be used to guide effectiveness strategies: Workforce Development Board 2021-2025 Local Plan, Santa Barbara County Association of Governments (SBCAG) Regional Growth Forecast 2050 Santa Barbara County, BW Research Covid-19 Impact Report for Santa Barbara County, University of California Santa Barbara Impact Project 2021, U.S. Census Bureau Reports, Employment Development Department Projections, CAEP Online Reporting Tool.

### Address Educational Needs

#### 2022-23 Strategies

##### Strategy Name

Student Gains

##### Activity that Applies to this Strategy

Increase Number of Students Achieving Gain

##### Metrics that Apply to this Activity/Strategy

- Progress: Participants with Educational Functioning Levels Gains ESL (AE 400 - ESL)

##### Strategy Description

Member agency EL instructors will continue to meet in PLC with the goal of increasing the number of students achieving a level gain. For each semester, EL instructors will meet a minimum of four hours per month in PLC to review data and plans to improve student learning, creating collective teacher efficacy. Lead EL instructor and administration will conduct data skills sessions for 2 of the 4 monthly PLC hours to improve staff data skills.

Increase number of EL students achieving a learning gain by 2% over baseline year 2021-2022.

## Improve Integration of Services & Transitions

### 2022-23 Strategies

#### Strategy Name

Quarterly Meetings

#### Activity that Applies to this Strategy

Quarterly Meetings to Improve Services, Transition

#### Metrics that Apply to this Activity/Strategy

- Progress: Participants with Educational Functioning Levels Gains ESL (AE 400 - ESL)

#### Strategy Description

Consortium will conduct quarterly sessions to discuss and explore effective options that improve integration of services and transitions.

Increase transitions by 2% over baseline 2021-2022 transitions.

## Improve Effectiveness of Services

### 2022-23 Strategies

#### Strategy Name

Student Meetings

#### Activity that Applies to this Strategy

Student One on One Meetings for Improved Retention

#### Metrics that Apply to this Activity/Strategy

- Student Barriers: English Language Learner (AE 305 - Overall)

#### Strategy Description

To improve students achieving a level to indicate learning gain status, instructors/counselors will conduct a one-on-one at semester intake and at benchmark testing events such as CASAS to establish and review student goals, testing outcomes, plans to improve performance, etc.

Improve number of students persisting achieving retention gain of 2% over baseline year of 2021-2022.

### Fiscal Management

**A narrative justifying how the planned allocations are consistent with the annual adult education plan which is based on your CAEP 3-year plan.**

Allan Hancock College and Lompoc Adult School partnered to ensure the broadest implementation of the plan elements, designing surveys and feedback forms, implementing such tools within each organization, and providing an opportunity for ongoing improvement teams to review and provide comments/recommendations at the member agency level. Additionally, city offices within our Region, such as the City of Lompoc, Santa Maria, etc., assisted local employers with the survey implementation by facilitating connection to the area's largest employers. The Chambers of Commerce helped promote the surveys through their online newsletters and member updates.

**An approach to incorporating remaining carry-over funds from prior year(s) into strategies planned for 2022-23.**

The Consortium Governing Body meets regularly to discuss allocation of funds, recognizing the multiple funding streams of each Member, including such items as federal and local grants, Perkins, etc. With the region still impacted by Covid-19 and the related trends, the Consortium maintains its commitment to ensuring funds allocations that meet the community needs of the Consortium Region. Furthermore, the Consortium anticipates expanding pathways and services through upcoming grant projects.

### Certification

No approver contacts.



California  
Community  
Colleges



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# Attachment D: Consortium Fiscal Declaration CFAD

Member Name	Year	Funding Channel	Member Type	Member Allocations	May Revise	Final Amounts
Lompoc Unified	2022-23	Direct Funding	K-12	\$1,078,906	\$12,600	\$1,091,506
Allan Hancock Joint CCD	2022-23	Direct Funding	CCD	\$777,040	\$9,075	\$786,115

California Adult Education Program : CFAD : 2022-23 Produced: Aug 19, 2022, 10:19 PM UTC Elaine Webber

## 01 Allan Hancock and Lompoc Unified Adult Education Consortium

### Fiscal Declaration - Consortium Approved

**Consortium Name:** 01 Allan Hancock and Lompoc Unified Adult Education Consortium

**Funding Channel:** Direct Funded

**Narrative:** The purpose of the AHLUAEC is to implement the AB86 legislation via an established consortium and following approved protocols and strategies, including a 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. 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 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.

**Changes:** No Changes

### 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>\$1,877,621</b>	<b>\$1,762,029</b>	<b>\$1,693,446</b>
<b>Total Remaining</b>	<b>\$21,675</b>	<b>\$43,183</b>	<b>\$-38,780</b>

### Consortia Report on Governance Compliance of Rules and Procedures v.1

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. How does the consortium monitor and administer carryover funds? \***

Governing Documents address this matter and follow legislative requirements.

**17. What bylaws do you have that governs 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

**20.1 (Yes) Use the space below to provide a link to the formal document. \***

<https://resources.finalsite.net/images/v1650896853/lusdorg/zhkz3tmgriqez01szbl/ConsortiumDraftGovBylawsDraftApril2022.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)).

#### Allan Hancock Joint CCD - Member Representative

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Approved by Dr. Sofia Ramirez Gelpi Ph.D.

04/28/2022 08:24 AM PDT



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