

**Feather River Adult Education Consortium Governance Plan – Revised July 21, 2021**

Consortium Name:	Feather River Adult Education Consortium
Funding Model:	Direct Funded
Consortium Contact:	Mitch Rosin
Consortium Role:	Interim Consortium Lead
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**1. Have all community college districts, school districts, or county offices of education, or any joint powers authority consisting of community college districts, school districts, county offices of education, or a combination of these, located within the boundaries of the adult education region been allowed to join the consortium as a member?**

*In accordance with AB104, all eligible organizations within the boundaries of the community college district have been allowed to join the Feather River Adult Education Consortium (FRAEC) as Members. The Consortium is comprised of the following Member Districts: Feather River College, Plumas Unified School District, Plumas County Office of Education, Sierra-Plumas Joint Unified School District, and Sierra County Office of Education.*

**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?**

*The reporting of available funds will be collected at the Consortium level. Member Districts will submit their data to FRAEC, and the Consortium staff will compile and submit the regional data to the state per state guidance in the designated NOVA system. The Consortium will identify funding sources to be reported annually in compliance to the California Adult Education Program (formerly AEBG) and AB104 guidelines. Official-designated members will certify Member District budgets and student data reports quarterly to validate and check for accuracy. All Consortium members have agreed to the reporting of funds and to complying with this reporting process.*

**3. How will you assure that each member of the consortium is represented only by an official designated by the governing board of the member?**

*The Consortium shall keep track of the date each Members' voting representatives was officially*

*designated by their local Board of Education/Trustees and keep copies of the local Board agenda and minutes as archived evidence. If an official designation is a Consent Item that is voted on, a copy of the Board Agenda that shows the designation as a Consent Item, as well as the minutes, will be provided and kept on file by FRAEC and sent to the State CAEP office. Each member must have one officially designated voting member. The officially designated Member representatives will represent the interests of their Member District and vote at FRAEC Board meetings on behalf of the Member District. FRAEC Board meeting attendance and vote participation of the official designee will be recorded and archived by FRAEC. Alternate or proxy designees may not be assigned.*

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

*The Consortium recognizes the benefits of full, transparent, and active participation by all Members in the decision-making process and implementation of FRAEC Plans. Therefore, a calendar of meetings and each meeting agenda will be sent to members in advance. Agendas will be posted on the Consortium website. Email notifications and reminders will be sent to all members. Minutes from meetings will be distributed to members and posted to the Consortium website. Agencies participating in the FRAEC have agreed to act in accordance with applicable CAEP (formerly AEBG) law, the FRAEC Annual Plans, and the FRAEC Three-Year Plan. FRAEC Members participate annually in shared, or peer-to-peer monitoring for member effectiveness, adherence to FRAEC Plans, and CAEP (formerly AEBG) performance measure outcome requirements. FRAEC follows a collective impact model of Member participation.*

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

*Each member's Board of Education/Trustees will designate, via Member District Board agenda item, a voting representative(s) to the FRAEC Board and ensure attendance at and participation in regular Consortium meetings. Each member district shall have one (1) vote. A simple majority of members present constitutes a quorum. If a voting member is not able to attend a FRAEC Board vote in person, votes may be cast via telephone/video conference and documented in the minutes, and in accordance with Brown Act and AB2257. The vote of each officially designated member shall be recorded when cast. The names of the members making and seconding each motion shall be recorded in the FRAEC Consortium Board Minutes.*

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

**e.g. by majority vote of 51%, or 50% +1 vote, or ⅔ of votes**

**e.g. by consensus**

*All FRAEC Consortium meetings shall be conducted in accordance with AB104, the FRAEC Governance Plan, the FRAEC MOU and all applicable laws. Decisions will be made by simple majority of Member Districts that comprise the FRAEC Board.*

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

*FRAEC decisions have been arrived at by those processes described in this governance document. The decision-making model described above was used to choose the model, and alignment to applicable state laws (AB86, AB104, AB2257, etc.) was ensured.*

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

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

*The FRAEC Board will act in accordance with the Brown Act of 1953 as contained in section 54950 et seq. of the California Government Code, and in accordance with AB2257. The following rules are intended to facilitate a presentation to the FRAEC Board:*

*A. For matters not listed on the agenda:*

*I. Any individual who wishes to address the Consortium on any item of interest to the public that is within the subject matter jurisdiction of the Consortium and not listed on the agenda may do so under the agenda item entitled "Public Comments." Members of the public shall fill out a "comment card" prior to the start of the meeting which indicates their name, topic to be addressed, and any requested action.*

*II. Without taking action, Consortium members may briefly respond to statements made or questions posed by the public about items not appearing on the agenda.*

*III. In keeping with its right to determine the length of time to be allotted to agenda items, the FRAEC Board has determined that the overall time to be allowed for the agenda item entitled "Public Comments" shall not exceed three (3) minutes per person, and a total time of 20 minutes, unless there are extenuating circumstances, in which case the FRAEC Board may extend the overall time limit.*

*B. For matters listed on the agenda, a person who wishes to address the FRAEC Board may do so by completing a brief form (including name, address, and agenda item). Upon recognition, the person should state his or her name and may address the FRAEC Board. The order of public comments on the agenda item will be determined by the order received. Individuals shall be allowed up to three (3) minutes to address the FRAEC Board on each agenda item during the general public comments section of the agenda, unless there are extenuating circumstances, in which case the FRAEC Board may extend the time limit for individual remarks.*

**9. Describe how will you provide the public with adequate notice of a proposed decision and consider any comments submitted by members of the public?**

*The Feather River Adult Education Consortium recognizes the benefits that are derived when input from the public is included as part of a transparent decision-making process and will act in accordance with the Brown Act of 1953 as contained in section 54950 et seq. of the California Government Code and AB2257. The Member Districts will include the public in Consortium activities and programs whenever appropriate. The Consortium will provide the public with adequate notice of a proposed decision and consider any comments submitted by members of the public. Monthly meetings will include a designated time for public comment. Agendas will be posted on the Consortium website and emailed in advance to Consortium Member Districts. Consortium members are encouraged to post the agendas on their individual Agency web sites.*

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

*A summary of comments submitted by members of the public will be recorded in the meeting minutes and distributed publicly on the Consortium website. All public comments will be included in the FRAEC Board Meeting Minutes.*

**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.**

*Community partners and other entities are invited and encouraged to participate in all Consortium meetings. FRAEC's founding partners include the Plumas County Workforce Development Board and the Plumas County Jail. Community agencies not benefiting from formal partnership with FRAEC with an interest in adult education are encouraged to engage FRAEC and its Members to benefit the region as appropriate until a formal partnership can be established. Regularly scheduled planning meetings are held with community stakeholder agencies and invitations are sent in advance.*

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

*The Feather River Adult Education Consortium will annually approve the distribution schedule pursuant to Section 84913 with a simple majority vote. In accordance with the California Adult Education Program (formerly AEBG) and the FRAEC Governance Plan, a simple majority vote will be needed for the passage of any motion. The vote(s) of each official designated member shall be recorded as cast. The names of the members making and seconding each motion shall be recorded in the Consortium Minutes. The distribution schedule will follow the funding priorities as specified in the FRAEC Comprehensive Regional Plan (Three-Year Plan), applicable law, and will be submitted via the annual CFAD.*

**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?**

*FRAEC adopted the Direct Funding model of CFAD Allocations. Pursuant to the CAEP Fiscal Management Guide (11-5-18), the amount of funds to be distributed to a member of the consortium shall be equal to or greater than the amount distributed in the prior fiscal year, unless the consortium makes at least one of the following findings related to the member for which the distribution would be reduced:*

- (A) The member no longer wishes to provide services consistent with the adult education plan.*
- (B) The member cannot provide services that address the needs identified in the adult education plan.*
- (C) The member has been consistently ineffective in providing services that address the needs identified in the adult education plan and reasonable interventions have not resulted in improvements.*

*CAEP funds are allocated according to AB104 legislation and ARTICLE 9. Adult Education Program [84900 - 84920] of the education code. CAEP funds are apportionment, they are not a grant, and are not subject to flexibility. CAEP funds are restricted to adults 18 years and older, can only be used in the seven CAEP approved program areas, and must have an approved regional consortium plan specific to K12 adult education and community college noncredit programs. Any additional funds will be disbursed per state law, CAEP guidance, and the agreed upon formula determined and voted on at the July 21, 2021, FRAEC Board Retreat.*

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

*The Consortium will adhere to the membership guidelines as defined by AB104, education code, and the FRAEC Memorandum of Understanding. Considerations for dismissal from the Consortium include:*

- The member no longer wishes to provide services consistent with the adult education plan;*
- The member cannot provide services that address the needs identified in the adult education*

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*plan; or*

- *The member has been ineffective in providing services that address the needs identified in the adult education plan, and reasonable interventions have not resulted in improvement.*

*In addition to the considerations specified in AB104:*

- *Regular attendance is expected at monthly FRAEC Consortium meetings. Each designated Member representative is expected to attend every FRAEC Board meeting. After the second (2<sup>nd</sup>) consecutive absence, the FRAEC Coordinator shall notify the Member Designee, and the FRAEC Board shall prepare a written notice detailing the FRAEC governance rule regarding attendance, a record of the designee's attendance, and corrective action.*
- *At the meeting of the third (3<sup>rd</sup>) consecutive absence, the written notice shall be read into the official FRAEC Board minutes as an information item and delivered via United States Postal Service to the Member Agency's Governing Board, with a Domestic Return Receipt.*
- *In the event that a Member designee is absent at four (4) or more consecutive FRAEC Board meetings, the Member Agency will be in jeopardy of forfeiting their participation and membership in the Consortium by default. Four (4) or more consecutive absences from FRAEC Board meetings demonstrates that the Member Agency is not effective. At the meeting of the fourth (4<sup>th</sup>) consecutive absence, the FRAEC Board shall take official action by contacting the State AEBG TAP Office for assistance, including but not limited to the development of a Corrective Action Plan.*

*Members Leaving the Consortium:*

- *Dismissal from or admission to the Consortium shall be accomplished with a simple majority vote from the Consortium Board. Dismissal can only occur after a Corrective Action Plan from the AEBG TAP Office has failed to resolve effectiveness issues.*
- *If the member initiates leaving the Consortium, FRAEC will require the member's Governing Board approval.*
- *A record of intervention steps and dismissal actions shall be kept in the official minutes of Consortium Board Meetings and shared with the AEBG TAP Office.*

**15. Does the consortium have a formal document detailing its working beyond the questionnaire?  
(Please provide a link)**

*The Consortium implements annual MOUs that outline basic governance rules and which are voted on by each Member District's Board of Education/Trustees.*

**FRAEC Member Signature Block**

Name:

Derek Lerch, Vice President of Instruction

Consortia Member:

Feather River College

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Date:

8/3/2021

Signature Box:



Name:

Kristy Warren, Assistant Superintendent

Consortia Member:

Plumas Unified School District/Plumas COE

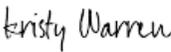
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7/27/2021

Signature Box:

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Name:

James Berardi, Superintendent

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