

**Feather River Adult Education Consortium - Governance Plan – Revised August 2018**

Consortium Name:

Feather River Adult Education Consortium

Fiscal Agent Name:

Plumas County Office of Education

Consortium Point Person:

Name:

Michelle Abramson

Consortium Role:

Coordinator

E-Mail:

[mabramson@pcoe.k12.ca.us](mailto:mabramson@pcoe.k12.ca.us)

**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 Members: Feather River College, Plumas Unified School District/Plumas County Office of Education, Sierra-Plumas Joint Unified School District/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. Official, designated members will submit their data to FRAEC, and the Consortium staff will compile and submit the regional data to the state per state guidance. The Consortium will identify funding sources to be reported annually in compliance to the Adult Education Program (formerly the Adult Education Block Grant) and AB104 guidelines. Official-designated members will certify Member 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 shared with the State AEBG office. Each member must have one officially-designated member. The officially designated Member representatives will represent the interests of their member agency and vote in FRAEC Board decisions on behalf of the Member agency. 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 AEP (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 AEP (formerly AEBG) performance measure outcome requirements.*

**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 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 and documented in the minutes, in accordance with the 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 minutes.*

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

e.g. by majority vote of 51%, or 50% +1 vote, or  $\frac{2}{3}$  of votes

e.g. by consensus

*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 Members of 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 Members 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 members and partners. 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 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 on 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 has designated Plumas County Office of Education to serve as the fiscal agent for the 2018-19 Fiscal Year. The Fiscal Agent will receive and distribute funds according to the requirements set forth in AB104.*

**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 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 (2nd) 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 MOUs that outline basic governance rules and have been voted on by each member's Board of Education/Trustees. Additionally, contracts between the Fiscal Agent and Member Districts are signed annually to facilitate the disbursement of monthly allocations.*

**FRAEC Member Signature Block**

Name:

Derek Lerch, Dean of Instruction

Consortia Member:

Feather River College

Email:

[dlersch@frc.edu](mailto:dlersch@frc.edu)

Date:

August 13, 2018

Signature Box:

A handwritten signature in blue ink, appearing to be 'Derek Lerch', is written within a rectangular box.



Name:

Kristy Warren, Assistant Superintendent

Consortia Member:

Plumas Unified School District/Plumas COE

Email:

[kwarren@pcoe.k12.ca.us](mailto:kwarren@pcoe.k12.ca.us)

Date:

August 13, 2018

Signature Box:

A handwritten signature in blue ink, reading "Kristy Warren", is written inside a rectangular box. The signature is cursive and fluid.



Name:

Merrill Grant, Superintendent

Consortia Member:

Sierra-Plumas Joint Unified School District/Sierra COE

Email:

[mgrant@spjUSD.org](mailto:mgrant@spjUSD.org)

Date:

August 13, 2018

Signature Box:

A handwritten signature in black ink, appearing to read "Merrill Grant", is written within a rectangular box.