

Veterans' Development Committee Agenda

Monday, March 18, 2019

Veterans Foundation

Room 112

3500 Coffee Road, Suite #15, Modesto, CA 95355

10:00 am – 11:30 am

The Veterans' Development Committee complies with all provisions of the Brown Act and the Stanislaus County Workforce Development Board Conflict of Interest and Code of Conduct Policy. See link below.

http://ag.ca.gov/publications/2003_Intro_BrownAct.pdf

<http://stanworkforce.com/board>

The agenda at each meeting allows for a public comment period, limited to 5 minutes. Public Comment forms are available at www.stanworkforce.com.

All meetings are conducted in English.

If you require assistance per the Americans with Disabilities Act, please notify the Department of Workforce Development at (209) 595-0556, 48 hours in advance of the meeting.

Public notice of all Veterans' Development Committee meetings are posted 72 hours in advance of the meeting at the location site and on the webpage at www.stanworkforce.com.

- I. Call to Order and Introductions
- II. Conflict of Interest
- III. Public Comment Period
- IV. Director's Report
- V. Consent Item
 - A. Acceptance of the Conflict of Interest Policy and Code of Conduct
- VI. Discussion and Action Items
 - A. Acceptance of Nominations and Appointment of Veterans' Development Committee Officer Position of Vice Chair and Establish Membership of Committee
 - B. Approval of Dates, Location and Times of Veterans' Development Committee Meetings
 - C. Approval and Adoption of the Workforce Development Board's Mission and Vision Statement
- VII. Tour Veterans Foundation
- VIII. Adjournment

Next Meeting: To Be Determined

March 18, 2019

TO: Veterans' Development Committee

FROM: Doris Foster, Director

- I. **SUBJECT:** Acceptance of the Conflict of Interest Policy and Code of Conduct
- II. **ITEM NUMBER:** V-A
- III. **ITEM TYPE:** Consent
- IV. **STAFF RECOMMENDATION:** Accept the Conflict of Interest Policy and Code of Conduct for Stanislaus County Workforce Development Board, Board Committees and Staff to the Board.
- V. **DISCUSSION:** The Stanislaus County Workforce Development Board is required under state law and the federal Workforce Innovation and Opportunity Act of 2014 to have policies in place that address conflicts of interest and have a code of conduct for members of the Board, Board committees, and staff to the Board.

The attached Stanislaus County Workforce Development Board Conflict of Interest Policy and Code of Conduct (Attachment 1) defines, addresses and clarifies the rules regarding conflicts of interest. Additionally, the policy outlines the official code of conduct expected from Board members, Committee members and staff associated with the Stanislaus County Workforce Development Board.

Veterans' Development Committee members are required to have a signed copy on file with the Stanislaus County Workforce Development.

- VI. **ADMINISTRATIVE BUDGET IMPACT:** None.



Doris Foster, Director

**STANISLAUS COUNTY WORKFORCE DEVELOPMENT BOARD
CONFLICT OF INTEREST POLICY
AND CODE OF CONDUCT**

A. CONFLICT OF INTEREST POLICY AND PROCEDURE

Statement of Policy: *It is the policy and expectation of the Stanislaus County Workforce Development Board (SCWDB) that its Members will fulfill the fiduciary duties applicable to their service as Members of the WDB. Due to the legal and statutory structures of the WDB, it is expected that conflicts of interest will arise and this policy is intended to provide a framework that will allow the work of the SCWDB to be achieved without the fact of or appearance of impropriety. Where this document references "Member" it shall mean any agent, WDB employee, officer, and Board Member. The SCWDB and all other agencies receiving direct financial assistance through the Workforce Innovation and Opportunity Act (WIOA) in the SCWDB region shall avoid conflict of interest, real or apparent, by observing the following requirements:*

1. SCWDB is required under state law and the federal Workforce Innovation and Opportunity Act of 2014 to have policies to address conflicts of interest, among other things. The fiduciary duties of Members under state law and the WIOA include, without limitation, a continuing responsibility to thoroughly comply with conflicts-of-interest principles.
2. Each Member shall sign an Attestation denoting that the Conflict of Interest and Code of Conduct Policies have been read, are understood, and that the Member pledges to conduct him/herself in accordance with such policies and procedures during their service to the Board.
3. Each Member must also provide a disclosure of potential conflicts created by his or her position(s) outside of their service to the SCWDB. Such conflicts are detailed on the Disclosure of Conflict(s) of Interest form.
4. No Members shall use his or her position, or the knowledge obtained from his or her position, in such a manner that conflicts with the interest of the SCWDB or results in personal gain to the Member, or a third party that the Member is employed by, has a fiduciary relationship with, or to whom the Member provides services.
5. Any Member that has, or believes he or she has, a conflict of interest must disclose such potential conflict in accordance with the procedures established by the SCWDB in this policy and shall do so in writing on a prescribed form. In accordance with 20 CFR 683.200(c)(5)(i) "*...a State WDB member, Local WDB Member, or WDB standing committee member must neither cast a vote on, nor participate in any decision-making capacity, on the provision of services by such member (or any organization which that member directly represents), nor on any matter which would provide any direct financial benefit to that member or that Member's immediate family.*

The following are deemed conflicts of interest that create a duty of the Member to fully disclose such interest immediately:

- a. If Member has a significant personal financial interest in a proposed transaction involving the SCWDB.
 - b. If Member is employed by, or is Trustee, Director, or Officer of any individual, organization or entity that shall have a financial interest in a proposed transaction involving the SCWDB.
 - c. If a Member represents a third party either through personal, professional, or confidential relationship and such party shall have a financial interest in a proposed transaction involving the SCWDB.
 - d. No Member shall solicit or accept gratuities or favors from suppliers or potential suppliers, including subcontractors.
 - e. No Member shall participate in the selection, award or administration of a procurement supported by WIOA funds where, to the individual's knowledge, any of the following has a financial or substantial interest in any organization which may be considered for award:
 - i. the officer, employee, agent or SCWDB Member;
 - ii. any Member of his or her immediate family;
 - iii. his or her partner, or;
 - iv. a person or organization which employs, or is about to employ, any of the above.
6. In the event that a SCWDB Member has an interest, directly or indirectly, in a business entity that would have a direct pecuniary effect due to any official action taken by the SCWDB, the Member shall declare, before a vote or discussion on the matter, the nature and extent of the interest and shall not voluntarily discuss the proposed SCWDB action. A Member shall not be excluded from the meeting following such declaration. Furthermore, this limitation on discussion shall not prohibit the Member from providing factual information in response to direct questions concerning the matter from other Members. The disclosure shall be reflected in the minutes of the meeting of the SCWDB.
7. If an award of funding is made with Member violating the requirements of this procedure, the SCWDB is empowered to immediately suspend the obligation; the suspension subject to review at the next regular or special meeting of the SCWDB. The balance of the Board, excluding the Member(s) with potential conflict, will then determine what final corrective actions necessary. Actions will be taken in accordance with this Conflict of Interest Policy and Code of Conduct, and could include: removal of the Member, suspension of the obligation, termination of the obligation, or civil action to recover any monetary damages.
8. This policy is not meant to necessarily rule out transactions between the SCWDB and other persons or entities where an interest or a relationship between the Member and such a person or entity exists. This policy does, however, require proper disclosure and documentation of such relationships so that all decisions regarding these possible transactions are made in the best interest of the SCWDB. As stated in 20 CFR Section 683.200(c)(5)(ii) *"Neither membership on the State WDB, the Local WDB, or a WDB standing committee, nor the*

receipt of WIOA funds to provide training and related services, by itself, violates the conflict of interest provisions."

9. Nothing in this policy should be construed to prevent any Member's participation in WIOA programs. SCWDB membership should not result in an employer receiving any more or any less consideration for trainees. What is important is to insure that the officer, employee, agent or SCWDB Member does not approve his/her own training package, or contract for services, but that the system of approval allows for objective determinations.

B. CODE OF CONDUCT

A written set of standards (Code of Conduct) governing the performance of the WDB and its employees, officers, or agents related to real or apparent conflicts of interest is a requirement (29 CFR 95.42). The following standards shall apply for the WDB, its employees, and its WDB standing committees:

1. Adherence to the Conflict of Interest Policies.
2. Adherence to procurement procedures that serve to minimize the appearance of conflicts, in addition to eliminating actual conflicts. Members who represent One Stop Operators, Partners or actual or potential Service Providers and who serve on committees that oversee the One Stop System or the allocation of resources that would potentially be allocated to their programs shall refrain from discussing or voting on any matter that would impact the programs they represent.
3. A Member's employer may not participate in any way in a future bid on procurement where the Member helped to draft specifications. In order to avoid potential conflicts as circumstances change, Members whose employers may wish to participate in a future procurement will refrain from involvement in specification development or procurement processes.

A Member shall not become a recipient, directly or indirectly, of any salary payments or loans or gifts or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with the SCWDB except that a disclosed token gift of a value within applicable Federally allowable maximums may be approved by the board.

C. STATEMENTS OF ECONOMIC INTERESTS

1. All Members shall file statements of economic interests disclosing all sources of income, interests in real property and investments and business positions in business entities located in or doing business in Stanislaus County. Such statements shall be completed annually.
2. The Director of Stanislaus County Workforce Development shall furnish to each Member a Form 700- Annual Statement of Economic Interests. The Director shall retain a copy of each Member's completed Statement and shall forward the originals to the Clerk of the Board of Supervisors for Stanislaus County at:

Clerk of the Board of Supervisors
Attention: Elizabeth (Liz) King
1010 Tenth Street, Suite 6700
Modesto, CA 95354

The Clerk of the Board shall retain the originals in the Clerk of the Board Office.

**STANISLAUS COUNTY WORKFORCE DEVELOPMENT BOARD
CONFLICT OF INTEREST POLICY AND CODE OF CONDUCT
BOARD COMMITTEE MEMBER**

I, _____, a member of a committee of the Stanislaus County Workforce Development Board do hereby attest and affirm that I have read and understand the Conflict of Interest Policy and Code of Conduct duly adopted on October 2, 2017.

I also hereby declare and promise to carry out my responsibilities in relation to upholding the Conflict of Interest Policy and Code of Conduct during my term as a Board Committee Member.

Board Committee Member

Signed: _____

Date: _____

Witness

Signature: _____

Print Name: _____

Date: _____

**STANISLAUS COUNTY WORKFORCE DEVELOPMENT BOARD
DISCLOSURE OF CONFLICT(S) OF INTEREST**

I, _____, a Member of the Stanislaus County Workforce Development Board, or WDB Staff Member hereby disclose the following conflict(s) of interest with another position that I hold outside of the WDB.

Check All That Apply

_____ I have no conflicts to disclose.

_____ I represent a private sector employer that has current business/contractual dealings with the SCWDB WDB, or one or more of the One Stop Operators, Partners, or other WIOA funded Service Providers/Contractors.

_____ I have a family member(s) who is employed by a current or potential WIOA funded Service Provider/Contractor or by another organization that provides services directly to the SCWDB WDB.

_____ I represent a WIOA funded Service Provider/Contractor.

_____ I represent a One Stop Operator.

_____ I represent An AJCC Partner.

_____ Other: *(please describe the nature of the conflict)*

For the reasons stated above, I promise and attest that I will hereby declare, before a vote or discussion on the matter, the nature and extent of the conflict. I will hereby voluntarily withhold from participating in any discussions pertaining to this matter and abstain from voting on the subject. I further understand that this shall not prohibit me from responding to any direct questions on the matter from other Members.

Member Signature

Witness Signature

Signed: _____

Print Name: _____

Date: _____

March 18, 2019

Veterans' Development Committee Agenda Item

TO: Veterans' Development Committee

FROM: Doris Foster, Director

- I. **SUBJECT:** Acceptance of Nominations and Appointment of Veterans' Development Committee Officer Position of Vice Chair and Establish Membership of Committee
- II. **ITEM NUMBER:** VI-A
- III. **ITEM TYPE:** Discussion and Action
- IV. **STAFF RECOMMENDATION:** Accept Nominations and appoint a Veterans' Development Committee Vice Chair and establish members of the Committee.
- V. **POLICY ISSUE:** According to the Stanislaus County Workforce Development Board Bylaws (Article V) in the absence or disability of the Chair, the Vice Chair shall perform all the duties of the Chair, and when so acting shall have all the powers of, and be subject to all the restrictions upon, the Chair. The Vice Chair shall have such other powers and perform such other duties as from time to time may be prescribed by the Board or these Bylaws.
- VI. **DISCUSSION:** On October 1, 2018 the Stanislaus County Workforce Development Board (SCWDB) approved the formation of the Veterans' Development Committee, and allows the newly appointed Chair to take necessary actions for the Committee formation. As a standing advisory committee, the Veterans' Development Committee is subject to the Bylaws of the SCWDB. The Bylaws state that such standing advisory committees shall be chaired by a member of the Board, may include other members of the Board, and shall include other individuals appointed by the Board who are not members of the SCWDB and who the SCWDB determines have appropriate experience and expertise. Attached are the By-Laws.

Richard Hagerty, SCWDB member was approved as the current Veterans' Development Committee Chair. The Veterans' Development Committee Vice Chair position is currently vacant. Nominations of interested Committee members are needed to appoint a Vice Chair.

Additionally, the membership of the Veterans' Development Committee should be created. Once approved, the information will be shared with the Veterans' Development Committee.

- VII. **ADMINISTRATIVE BUDGET IMPACT:** None



Doris Foster, Director

**STANISLAUS COUNTY
WORKFORCE DEVELOPMENT BOARD**

BYLAWS

**ARTICLE I
NAME**

The name of this body shall be the Stanislaus County Workforce Development Board. Whenever the term "Board" is used in these Bylaws, it shall mean the Stanislaus County Workforce Development Board.

**ARTICLE II
AUTHORITY**

Stanislaus County's authority to form this Board is based in the federal Workforce Innovation and Opportunity Act of 2014, Public Law 113-128 ("WIOA"), and the state California Workforce Innovation and Opportunity Act, California Unemployment Insurance Code section 14000 *et seq.*

**ARTICLE III
PURPOSE**

The purpose of the Board shall be to carry out job training and employment programs, and to set policy for the workforce development system in the local Workforce Development Area of Stanislaus County, in coordination with statewide workforce development efforts and consistent with the federal WIOA, as amended, in order to: (i) attract greater employer participation in all aspects of local employment and training activities; (ii) increase the employment, retention, and earnings of customers/participants; (iii) increase the occupational skill attainment by customers/participants; (iv) improve the quality of the workforce, reduce dependency on social services, and enhance the productivity and competitiveness of the local Workforce Development Area; and (v) to accept donations and to otherwise actively apply for, seek, and accept funding, including from local, state, and federal sources, for this purpose.

**ARTICLE IV
MEMBERSHIP**

The County Board of Supervisors, as the chief local elected official in Stanislaus County, is authorized to appoint the members of the Board. The Board shall consist of no more than twenty eight (28) members with no limit on number of terms served, be consistent with Workforce Innovation and Opportunity Act (WIOA) regulations, as it may be amended from time to time, and meet the following requirements:

**STANISLAUS COUNTY
WORKFORCE DEVELOPMENT BOARD**

BYLAWS

1. **Business Representatives.** A majority (i.e., at least 51%) of the members of the Board, including the Board Chair, shall consist of representatives of Stanislaus County's private business sector. The term for Business Representatives is four years.

2. **Labor Representatives.** No less than twenty percent (20%) of the members of the Board shall consist of representatives of labor organizations who have been nominated by local labor federations and (i) shall include at least one (1) representative, who is a member of a labor organization or a training director, from a joint labor-management apprenticeship program (if no such joint labor-management program exists in Stanislaus County, then the representative shall be a representative of an apprenticeship program within Stanislaus County, if such a program exists); (ii) may include representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve Veterans or that provide or support competitive integrated employment for individuals with disabilities; and (iii) may include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth. The term for Labor Representatives is four years.

3. **Education/Training Representatives.** The Board shall include members who are representatives of entities administering education and training activities in Stanislaus County, which (i) shall include a representative of eligible providers administering adult education and literacy activities under title II of WIOA ("Adult Education Representatives"); (ii) shall include a representative of institutions of higher education, including community colleges, providing workforce investment activities; ("Higher Learning Education Representatives") and (iii) may include representatives of local educational agencies, and of community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment. The term for Education/Training Representatives is four years.

4. **Economic/Community Development Representatives.** The Board shall include members who are representatives of governmental and economic and community development entities serving Stanislaus County who (i) shall include a representative of economic and community development activities; (ii) shall include an appropriate representative from the State employment service office under the Wagner-Peyser Act serving Stanislaus

**STANISLAUS COUNTY
WORKFORCE DEVELOPMENT BOARD**

BYLAWS

County; (iii) shall include an appropriate representative of the programs carried out under title I of the Rehabilitation Act of 1973 serving Stanislaus County; (iv) may include representatives of agencies or entities administering programs serving Stanislaus County relating to transportation, housing, and public assistance; and (v) may include representatives of philanthropic organizations serving Stanislaus County. The term for Economic and Community Development Representatives is four years.

5. **Other Representatives.** The Board may include such other individuals or representatives of entities that the Stanislaus Board of Supervisors, as the local chief elected official in Stanislaus County, determines to be appropriate and as is consistent with WIOA. Members of the Board that represent organizations, agencies, or other entities shall be individuals with optimum policymaking authority within the organizations, agencies, or entities. The members of the Board shall represent diverse geographic areas within Stanislaus County. Members of the Board shall serve without compensation but shall receive reimbursement for their actual expenses consistent with the policies of the Stanislaus County. The term for Other Representatives is two years.

**ARTICLE V
OFFICERS**

The Officers of the Board shall be a Chair, a Vice Chair, and a Secretary. Only members of the Board may be Officers. Each Office shall have a term of two years. Officers shall be elected at a regular meeting of the Board. The Chair of the Board shall, if present, preside at meetings of the Board and exercise and perform such other powers and duties as may be from time to time assigned to the Chair by the Board or prescribed by these Bylaws.

In the absence or disability of the Chair, the Vice Chair shall perform all the duties of the Chair, and when so acting shall have all the powers of, and be subject to all the restrictions upon, the Chair. The Vice Chair shall have such other powers and perform such other duties as from time to time may be prescribed by the Board or these Bylaws.

The Secretary shall keep or cause to be kept a book of minutes of all meetings and actions of the Board. The Secretary shall give, or cause to be given, notice of all meetings of the Board and of committees of the Board. At the Board's discretion, the Secretary may delegate the responsibilities contained in this paragraph to Stanislaus County Workforce Development staff.

**STANISLAUS COUNTY
WORKFORCE DEVELOPMENT BOARD**

BYLAWS

**ARTICLE VI
MEETINGS**

The Board shall establish a regular meeting time and place. The Board may, through public notification, call for special meetings it deems necessary.

At all meetings of the Board, the Board shall comply with the provisions of the Ralph M. Brown Act (Gov. Code § 54950 *et seq.*), and the provisions of the California Public Records Act (Gov. Code § 6250 *et seq.*), as either or both may be amended from time to time.

A member with three (3) consecutive unexcused absences from meetings is considered resigned from the Board. A member may participate in Board meetings via teleconference if he or she is unable to attend the meeting physically, however, all specific requirements relating to teleconferencing must be followed.

**ARTICLE VII
COMMITTEES**

The Board may designate and direct the activities of standing advisory committees to provide information and to assist the Board in carrying out workforce development activities. Such standing advisory committees shall be chaired by a member of the Board, may include other members of the Board, and shall include other individuals appointed by the Board who are not members of the Board and who the Board determines have appropriate experience and expertise. At a minimum, the Board may designate each of the following:

1. **One-Stop Operations.** A standing advisory committee to provide information and assist with operational and other issues relating to the One-Stop Delivery System, which may include as members representatives of the One-Stop Partners.

2. **Youth Services.** A standing advisory committee to provide information and to assist with planning, operational, and other issues relating to the provision of services to youth, which shall include community-based organizations with a demonstrated record of success in serving eligible youth.

**STANISLAUS COUNTY
WORKFORCE DEVELOPMENT BOARD**

BYLAWS

3. **Individuals with Disabilities.** A standing advisory committee to provide information and to assist with operational and other issues relating to the provision of services to individuals with disabilities, including issues regarding providing programmatic and physical access to the services, programs, and activities of the One-Stop Delivery System, as well as appropriate training for staff on providing supports for or accommodations to, and finding employment opportunities for, individuals with disabilities.

4. **Other Committees.** The Board may designate other standing advisory committees in addition to the standing committees specified above.

**ARTICLE VIII
QUORUM AND VOTING**

The meetings of the Board shall be conducted in accordance with *Robert's Rules of Order* and the Brown Act. A majority of the current membership of the Board shall constitute a quorum for the transaction of any and all business duly presented at a meeting of the Board. Every action taken or decision made by a majority of the members present at a duly held meeting at which a quorum is present shall be the act of the Board.

**ARTICLE IX
VACANCIES**

Vacancies on the Board shall exist upon the death, resignation, or removal of any member, and whenever the number of authorized members is increased. Any member may resign from the Board by giving written notice to the Chair of the Board or to the Stanislaus County Board of Supervisors. Vacancies on the Board shall be filled by the Stanislaus County Board of Supervisors.

**ARTICLE X
CONFLICT OF INTEREST**

Members of the Board are deemed to be Public Officials pursuant to the Political Reform Act, and are subject to the provisions of that Act, the regulations of the Fair Political Practices Commission, and Government Code section 1090 *et seq.*, as any or all may be amended from time to time. Furthermore, members of the Board shall be subject to the Stanislaus County Workforce Development's Conflict of Interest Policy and Code of Conduct, and annually shall file a Statement of Economic Interest as required under that Code.

**STANISLAUS COUNTY
WORKFORCE DEVELOPMENT BOARD**

BYLAWS

**ARTICLE XI
AMENDMENTS**

These Bylaws may be amended, repealed, or altered, in whole or in part, by the approval of the Stanislaus County Board of Supervisors. A recommendation to amend, repeal, or alter these Bylaws, in whole or in part, may be made by a majority vote of the Board members present at any duly held meeting of the Board, provided that a copy of any amendment proposed for consideration shall be provided to each member of the Board at least thirty (30) days prior to the date of the meeting at which such vote shall be held. These Bylaws, and any amendments to these Bylaws, shall take effect only upon approval by the Stanislaus County Board of Supervisors.

March 18, 2019

Veterans' Development Committee Agenda Item

TO: Veterans' Development Committee

FROM: Doris Foster, Director

- I. SUBJECT: Approval of Dates, Location and Times of Veterans' Development Committee Meetings
- II. ITEM NUMBER: VI-B
- III. ITEM TYPE: Discussion and Action
- IV. STAFF RECOMMENDATION: Approve Veterans' Development Committee dates, location, and time for future meetings.
- V. DISCUSSION: This is the first Veterans' Development Committee meeting. The Committee would need to decide on dates, location and times of future meetings. Once approved, the information will be shared with the Stanislaus County Workforce Development Board.
- VI. ADMINISTRATIVE BUDGET IMPACT: None



Doris Foster, Director

March 18, 2019

Veterans' Development Committee Agenda Item

TO: Veterans' Development Committee

FROM: Doris Foster, Director

- I. SUBJECT: Approval and Adoption of a Veterans' Development Committee Mission and Vision Statement
- II. ITEM NUMBER: VI-C
- III. ITEM TYPE: Discussion and Action
- IV. STAFF RECOMMENDATION: Approve and Adopt a Veteran' Development Committee Mission and Vision Statement.
- V. DISCUSSION: As a newly formed Committee, the Veterans' Development Committee should develop a Committee's Mission and Vision Statement. A mission statement describes what an organization wants to do now, a vision statement outlines what an organization wants to be in the future.

The purpose of a mission statement is to serve as a goal/agenda. It outlines clearly what the goal of the Committee is.

A vision statement is a declaration of an organization's objectives, intended to guide its internal decision making. It is a source of inspiration and motivation.

Once approved, the Committee's Mission and Vision Statement will be shared with the Workforce Development Board.

- VI. ADMINISTRATIVE BUDGET IMPACT: None



Doris Foster, Director