



Marin Advisory Subcommittee Meeting Agenda

**Wednesday, August 28, 2019
8:00 AM**

**Marin Office of Education
1111 Las Gallinas, Board Room, San Rafael, CA 94903**

CALL TO ORDER	
I.	<ul style="list-style-type: none"> A. Call to Order & Introductions B. Public Comment
CONSENT CALENDAR	
<p style="text-align: center;">These matters typically include routine financial or administrative action items requiring a vote. Any item will be discussed separately at the request of any person. Items are approved with one single motion</p>	
II.	<ul style="list-style-type: none"> A. Approval of May 22, 2019 Meeting Minutes [Attachment II. A]
REGULAR CALENDAR	
III.	<ul style="list-style-type: none"> A. Modification to CareerPoint Marin contract for the following not to exceed amounts: (Action) Adult - \$365,719 DW – \$72,290 OSO – \$38,087 B. Modification to CareerPoint Marin Youth Services/PPS contract for a not to exceed amount of \$142,360 (Action) C. Customized Training Proposal [Attachment III.C] (Action) CareerPoint Staff will present a new approach to training for consideration and adoption. D. CareerPoint Marin plan on PY 18/19 unspent Adult and DW training funds (Action) CareerPoint Marin has unspent training funds in the <u>estimated</u> amount of: Adult – \$8,887.76 DW – \$33,861.88 CareerPoint Staff will present a specific plan for spending training funds and seek approval to carry forward. E. Review and accept 4th Quarter CareerPoint Marin Dashboard Report [Attachment III.E] (Action) F. Marin Advisory Subcommittee Vice Chair Nomination & Election (Action)
INFORMATION / DISCUSSION ITEMS	
IV.	<ul style="list-style-type: none"> A. February 4th Regional Workforce Development Conference B. Prison to Employment \$55,800 contract with Marin County Probation Department
MEMBER / DIRECTOR REPORTS	
V.	<ul style="list-style-type: none"> A. Member B. Director <ul style="list-style-type: none"> a. Conflict of Interest Code Revisions [Attachment V.B] b. Board Orientation Packet online
ADJOURN	
VI.	<ul style="list-style-type: none"> A. Adjourn



ATTACHMENT II.A

Marin Advisory Subcommittee Meeting Minutes

Wednesday, May 22, 2019
8:00 AM

Marin Office of Education
1111 Las Gallinas, Marin Room, San Rafael, CA 94903

CALL TO ORDER

I.	<p>A. Call to Order & Introductions</p> <p>Chair Susan Byrne called the meeting to order at 8:10 AM.</p> <p>Members Present: Jack Buckhorn, Suzie Byrne, Melissa Cadet, Keith Dias, Robert Eyler, Kelley Hartman, Jason Henderson, Katheryn Horton, Ken Lippi, Mary Ann Perrine, Bill Scott, Hunter Stern, Mary Kay Sweeney, Cecilia Zamora.</p> <p>Members Absent: Matt Egan, Andrea Lackey, Joanne Webster, Rick Wells.</p> <p>Workforce Alliance Staff Present: Executive Director, Bruce Wilson; Business Outreach Dan Daniels; Operations Analyst Tamara Ochoa.</p> <p>Guests: Marin WIOA Services Manager, Sherry Parr; Caran Cuneo; Kristen Lawson.</p> <p>B. Public Comment - None</p>
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CONSENT CALENDAR

These matters typically include routine financial or administrative **action items** requiring a vote.
Any item will be discussed separately at the request of any person. Items are approved with one single motion

II.	<p>A. Approval of September 19, 2018 & December 19, 2018 Meeting Minutes [Attachment II. A]</p> <p>Motion made to approve meeting minutes for September 19, 2018 & December 19, 2018 meetings. M/S: Jack Buckhorn / Melissa Cadet Yea: 10-0 Nay: 0 Abstentions: Kelley Hartman, Katheryn Horton, Bill Scott, Hunter Stern (did not attend September 19, 2018 meeting) Absent: Matt Egan, Andrea Lackey, Joanne Webster, Rick Wells.</p> <p>B. Accept Workforce Alliance of the North Bay Master Meeting Calendar 2019 for Marin Advisory Subcommittee [Attachment II.B]</p> <p>Motion made to accept Workforce Alliance of the North Bay Master Meeting Calendar 2019 M/S: Hunter Stern / Jack Buckhorn Yea: 14-0 Nay: 0 Abstentions: 0 Absent: Matt Egan, Andrea Lackey, Joanne Webster, Rick Wells.</p>
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REGULAR CALENDAR

III.	<p>A. Ratify appointment to the Workforce Alliance Marin Advisory Committee [Attachment III.A] (Action):</p> <ul style="list-style-type: none"> a. Katheryn Horton b. Jaemi Naish <p>Motion made to accept new Marin Advisory Committee members M/S: Jack Buckhorn / Melissa Cadet Yea: 13-0 Nay: 0 Abstentions: Katheryn Horton Absent: Matt Egan, Andrea Lackey, Joanne Webster, Rick Wells.</p> <p>B. Accept nominations/requests for appointment to the Regional Workforce Development Board in the following categories: (Action)</p> <ul style="list-style-type: none"> a. Business b. Post-Secondary Education <p>There was no nomination.</p> <p>C. Review and Accept 3rd Quarter CareerPoint Dashboard Report (Action)</p> <ul style="list-style-type: none"> a. Program operators will have the opportunity to highlight challenges and successes of their respective programs. <p>Executive Director Wilson presented 3rd Quarter CareerPoint Marin Dashboard Report. He pointed out that there are some concerns with spending training money. State requires that 30% of allocated dislocated worker and adult funds are spent for training (tuition, books, supplies, etc), of which 10% can be leveraged. He said it will need to work with CareerPoint Marin to see how we will be able to come up with ways to spend the training funds in Marin. Other options for spending training dollars include but are not limited to moving them to another County within the region that might need them or to buy training slots at start of the year and use the CareerPoint infrastructure to recruit, enroll and case manage participants for those programs. Jack Buckhorn conveyed that it is hard to see these training funds go unspent, when he knows they are necessary. He would like to see a proposal from CareerPoint staff that assures the committee that we can spend the funds. Everyone agreed.</p> <p>Motion made to accept 3rd Quarter CareerPoint Dashboard Report M/S: Melissa Cadet / Mary Kay Sweeney Yea: 14-0 Nay: 0 Abstentions: 0 Absent: Matt Egan, Andrea Lackey, Joanne Webster, Rick Wells.</p> <p>D. Approval in concept of CareerPoint Partners MOU with the Workforce Alliance of the North Bay Workforce board (Action)</p> <p>Motion made to approve in concept of CareerPoint Partners MOU with the Workforce Alliance of the North Bay Workforce Development Board M/S: Jack Buckhorn / Hunter Stern Yea: 14-0 Nay: 0 Abstentions: 0 Absent: Matt Egan, Andrea Lackey, Joanne Webster, Rick Wells.</p>
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INFORMATION / DISCUSSION ITEMS

IV.	<p>A. Board Development Training At the direction of the Workforce Alliance Executive Committee, staff has invested considerable attention to board member development. Staff will review training outline with members and seek input. [Attachment IV.A]</p> <p>Executive Director Wilson is in process of preparing materials for the board member orientation binders. Binders will be distributed at the Regional Workforce Development Board meeting on June 13. Board members expressed their interest and excitement.</p> <p>B. Regional Workforce Development Board Logistics Staff will update board members on upcoming regional board meeting and logistics.</p> <p>Regional Workforce Development Board will be meeting only two times a year. All Advisory Subcommittee members are invited to join the Regional Workforce Development Board meeting on June 13, at the Sonoma State University. Calendar invites were sent to all members, details with directions, instructions where to park, and the campus map will be sent 2 weeks before the meeting.</p> <p>C. P2E Program (Update) Committee will hear an update of how the State's P2E initiative is being implemented. Staff will seek input on opportunities.</p> <p>Executive Director Wilson reported that as a region WANB received only 40% of requested money. The money was divided based on those on parole in each county. Wilson is looking forward to working with the Probation Department.</p>
MEMBER/DIRECTOR REPORTS	
V.	<p>A. Member B. Director</p> <p>Fiscal Officer Swain reported that total allocations for the Workforce Alliance of the North Bay dropped by 8%. Per our Joint Powers Authority formation documents, the Alliance allocates funds to each county based on the formulas provided by the State of California. Marin County got cut by 6.3%. Our regional advisor stated that these are based on economic indicators and Marin County's allocation was reduced based on a formula that includes economic indicators.</p>
ADJOURN	
VI.	<p>A. Future Agenda Items</p> <p>Chair Byrne adjourned the meeting at 9:35.</p>

ATTACHMENT III.C



STATEMENT OF WORK

This Statement of Work ("SOW"), effective **July 1, 2019**, submitted in connection with Community Action Marin (CAMARIN) and Technology4Life (T4Life) with an Effective Date of July 1, 2019, is hereby agreed to by the Parties.

Community Action Marin
By: _____

Technology4Life
By: _____

Name: Chandra Alexandre
Title: Executive Director
Date: July 1, 2019

Name: Nicole Engler & Linda Siegel
Title: Co-Founders
Date: July 1, 2019

Vendor will provide Train the Trainer workshop & Curriculum Design services between July 1, 2019 and XXX, 2019.

PROJECT BACKGROUND

- Community Action Marin is seeking to improve communication and collaboration within the organization. CAMARIN has adopted innovations such as E-Mail and Workplace intranet but these tools have not been fully utilized due to the gap in digital literacy of employees. CAMARIN has identified the need for a base level of technology competency to enable employees to fully engage and provide guidance with the leadership team and organization.
- CAMARIN staff need support in understanding the following core areas: Basic Computer Skills, Outlook E-mail, Workplace intranet.

PROJECT SCOPE & DELIVERABLES

- **The Community Action Marin team** is seeking a custom curriculum to be delivered to a cohort of employees over a 6-week period between XXX, 2019 and XXX, 2019. Training will include hands-on classes for the cohort, supplement handouts and documentation for continued learning. The goal would be for the cohort to be able to bring training back to their teammates.
- Classes will be delivered in English. All handouts and training materials will be provided in English and Spanish.
- Technology4Life will support the CAMARIN cohort by designing and developing training sessions for staff who may not have technology literacy.
- Technology4Life will complete the following activities to support these goals including:
 - Facilitate up to four pre-training design discussions with CAMARIN stakeholders
 - Document training outcomes and plan
 - Prepare training presentation materials, modules, handouts, and exercises
 - Deliver 6 week (one 90 minute session per week) training to cohort
 - Administer evaluation surveys to be completed by students (pre- and post-class)
 - Facilitate wrap up evaluation meeting

PROJECT ASSUMPTIONS

- CAMARIN will provide a location for training. It is suggested to use the CareerPoint Marin Computer Lab. (Note: lab currently holds 8 student computers).
- CAMARIN will provide access to relevant materials (such as Workplace) during planning and curriculum development phase.
- Technology4Life will comply with project timelines assuming timely communication and feedback from project stakeholders.

FEE, MILESTONES, SCHEDULE

CAMARIN shall compensate Technology4Life for services. Costs for services shall not exceed \$5,500.00 without prior written approval from company

[Milestone/Task/Deliverable]	Dates (TBD)
Agree upon & write up specific target outcomes of project with CAMARIN	
Revise SOW	
Both parties Sign final SOW agreement	
Create Outline of Curriculum for Cohort Classes	
CAMARIN gives written approval of outline of curriculum	
Design Lesson Plan, Handouts & supplemental materials	
Design Evaluation Surveys for students to complete before and at the end of training	
CAMARIN gives written approval of all handouts and surveys	
Translate materials and handouts to Spanish	
Deliver class #1-3	
Mid Session Review/feedback	
Deliver class #4-6	
Students are given post-class evaluation surveys	
Final discussion with CAMARIN regarding overall success of the program	

Billing Schedule

Vendor to bill full cost of training and any additional expenses, in incremental invoices to be payable within 30 days of receipt by CAMARIN.

Budget	
Planning Meetings, Project Management and Administration	\$ 500
Curriculum Development (Handouts in English, Lesson Plans, Evaluation Forms)	\$ 2,000
Translate curriculum handouts to Spanish	\$ 1,000
Training Sessions (6-90 minute classes)	\$ 2,000
Total Cost	\$5,500

<u>Payment Schedule (20% per phase)</u>	
Start of Program (Upon execution of contract)	\$1,100
Delivery of Curriculum Handouts	\$1,100
Delivery of Classes 1-3	\$1,100
Delivery of Classes 4-6	\$1,100
Completion of Evaluation	\$1,100

Estimated Schedule

Services will begin on July 1, 2019 after the execution of this SOW by both parties and will be completed by XXXX, 2019.

CONSULTANT BIO

Nicole Engler

Nicole Engler is the co-founder and principal curriculum designer at Technology4Life. Over the past 5 years, she has been helping individuals and agencies navigate the challenges of teaching older adults how to use technology in various forms.

Nicole Engler completed her undergraduate work in both Teacher Education and English Literature at Middlebury College in Vermont. At the same time, she discovered her love of teaching and obtained a teaching credential for secondary education. Later, she received a J.D. from U.C. Hastings College of the Law in San Francisco and remains an active member of the California State Bar.

Nicole began her teaching career as an English teacher for different high schools and later worked as a corporate trainer and Human Resources Generalist in the Private Client Services Division for Wells Fargo Bank, Inc. As a corporate trainer she taught diversity classes, business communication and management strategy seminars. Nicole's teaching methods are designed to reach various levels of adult learners using a hands-on, personal approach supporting a variety of individual learning styles.

For the last few years, Nicole has taught adult education courses throughout Marin County and San Francisco, including topics such as: How to use an iPad and iPhone, Introduction to Facebook, Intro to Social Media, PowerPoint, Excel, Photo Management, Internet Tips, Tech Tips for Transportation, and Introduction to Computers.

Nicole is a Novato resident and she is married with four children.

Linda Siegel

Linda is the co-founder and Chief Technical Officer at Technology4Life. As a Computer Science major at UC Berkeley, Linda hadn't really considered a career in film. But an internship at Skywalker Ranch as a database consultant led to more than twenty years at Lucasfilm. As a digital artist, she was responsible for lighting and compositing for feature films, earning credits on films such as Forrest Gump, the Star Wars prequels, and Pirates of the Caribbean. She was fortunate to work on the feather shots of Forrest Gump – which at the time were the longest computer graphics ever created.

In later years, Linda was responsible for technical training and artist management for LucasFilm, ImageMovers Digital and other leading animation and visual effects studios. She created training in software and production techniques, artist enrichment and development programs as well as outreach to educational institutions.

Linda works with adults in both the CareerPoint and Whistlestop Computer Labs as well as offering one-on-one consulting and computer support throughout Marin. She focuses on creating education that is interactive, practical and ensures the student is able to use and apply their knowledge.

Linda earned her B.S. in Computer Science at U.C. Berkeley and her MBA from Cal's Haas School of Business. She lives in Marin County with her husband, author Sheldon Siegel.

Employer Eligibility Criteria for Incumbent Worker Training:

The following factors must be measured and scored to determine if the WIOA Service Provider chooses to use WIOA funding. Each WIOA local subcommittee can set a unique minimum score for the Service Provider to proceed. The points are earned by using the following criteria:

1.	Is the Employer in an Industry Sector that qualifies for a First or Second Priority Tier Industry as detailed in The Alliance's Strategic Plan? (First Tier = 4 points, Second Tier = 2 points, Not a First or Second Tier industry = -2 points)	-2
2.	Will current employees lose jobs without training? (Yes = 2 points, No = 0 points)	2
3.	If employees are laid off, is the existing local labor market conducive for them to quickly become reemployed? (No = 2 points, Yes = 0 points)	2
4.	If employees are laid off because of skill deficiencies, does the local labor market have skilled job seekers that would meet the employer's needs? (No = 2 points, Yes = 0 points)	0
5.	What portion of vulnerable employees will get training? (90%-100% = 4 points, 50%-89% = 3 points, 20%-49% = 2 points, 10%-19% = 1 points, <10% = 0 points)	3
6.	When existing employees are trained and increase their skills, what will the extent of their higher wages be. (>20% = 5 points, 15%-20% = 4 points, 10%-15% = 3 points, 5%-10%=1 point, <5% = 0 points)	0
7.	Will employees who are not trained likely be laid off? (No = 0 points, Yes = 2 points)	0
8.	Will vulnerable employees (those who may not receive training and subsequently be laid off) fall under The Alliances Priority of Service definition? (Yes = 4 points, No = 0 points)	4
9.	Will the employer expand their workforce because trained employees are promoted, at least on a one to one ratio? (i.e., For every trained employee who is promoted, will the employer add an entry level job and expand their workforce?) (Yes = 6 points, No = 0 points)	0

10.	Will the training provide an industry recognized credential? (Yes = 4 points, No = 0 points)	0
11.	Will the learned skills enhance trained employees' portable skills in the industry and/or region? (i.e., Skills that can be transferable or "portable" and used productively in different employment contexts, jobs and enterprises, and their ease or degree of transferability. (Yes = 2 points, No = 0 points)	2
12.	What is the break-even point when wage gains equal WIOA investment? (A mathematical formula to evaluate the length of time the employees wage gain will surpass the WIOA investment.) (Less than 6 months = 10 points, >6 months to 12 months = 8 points, >12 months to 18 months = 4 points, between 18+ months and 24 months = 2 points, greater than 24 months = -2 points)	2
	Total Points	13

Community Action Marin

CURRICULUM PLAN

OVERALL PROJECT PURPOSE

Objectives:

- Increase employee communication surrounding work product
- Increase comfort with technology tools (such as Workplace) for giving and receiving feedback for both employee appreciation and areas of improvement
- Improve technical literacy and confidence
- Gain confidence in using a computer as a tool for sharing their voice

Skills:

- Digital Literacy: able to use site computers and smartphones
- Digital Engagement: interact on Workplace groups and Email
- Communication strategies and best practices

Content /Knowledge Targets:

- Student can turn on Site computers
- Student can use Outlook to:
 - receive and review email
 - send email
 - use SmartPhone app for Email
 - use calendar to set up meetings (optional if time allows)
- Student can connect to Workplace
 - Track and respond to postings
 - Join relevant groups
 - Post own success stories & challenges
 - Use Workplace chat to discuss with co-workers & bosses
 - Use smartPhone App
- Student will learn internet safety
 - Student will know how to identify suspicious on-line activity
 - Student will learn to evaluate email for safety
 - Student will learn to use safe browsing (Incognito mode) and securely log out of devices

- **Terminology/Vocabulary:**

- Students will understand the following terms: Start Menu, Download, Upload, Click, Double-Click, Desktop, Taskbar, Browser, Chrome, Workplace, Outlook, Icon, Application, Phishing, Password Safety

HOW WILL WE GAUGE STUDENT UNDERSTANDING?

Assessments

- Employee Survey: CAMarin will put out a survey to assess overall employee skill levels.
- Student Surveys: Students will complete pre and post session surveys created by Technology4Life to gauge their own understanding and enjoyment of their newfound skills both before and after our 6 week training session. They will also assess their own sense of connectedness and feeling part of a community to determine whether or not they feel more heard and confident with technology as a result of this project.

LEARNING ACTIVITIES:

- Predominant Learning style will be small group guided learning.
- Independent learning games and activities for practicing new skills will be provided by Technology4Life
- Ongoing learning will take place as they practice and review with co-workers. Some may even become trainers to other employees.

RESOURCES/MATERIALS:

- Technology4Life will provide specific student handouts with step by step instructions for how to accomplish specific tasks.
- Technology4Life will provide lesson plans in a train the trainer style binder.

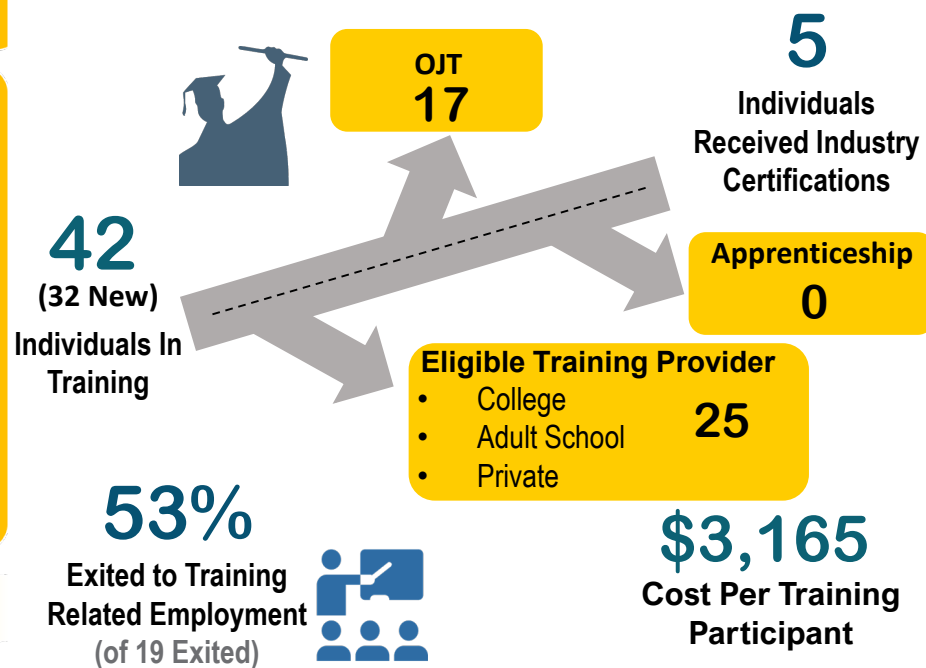
TIMELINE:

See Statement of Work

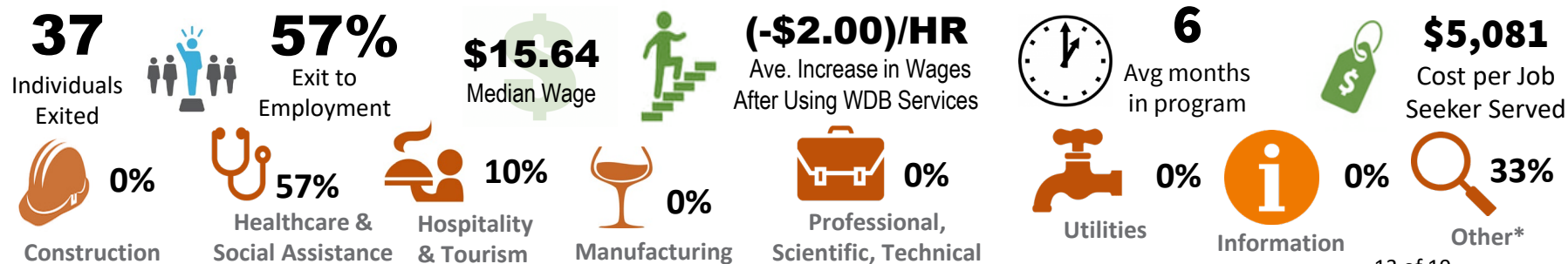
WIOA Levels of Service



WIOA Training Services



WIOA Program Employment Outcomes



WIOA Adult & DW Priority of Service



Basic Skill
Deficient
5%



Low Income
69%



CalFresh
59%



Military
Veterans
2%

Business Services

24

New Businesses
Engaged

2

Rapid Response
Events

826

Active Business
Engagements

214

Recruitment
Events Held

WIOA Adult & DW Barriers to Employment



Disability
6%



Homeless
8%



Justice Involved
17%



English Language
Learner
10%



Single Parent
29%



In-School
Youth
21%



Out of School
Youth
79%

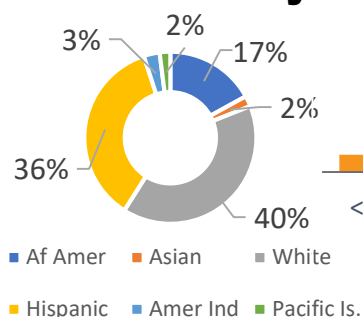


WEX
0%

WIOA Youth Details

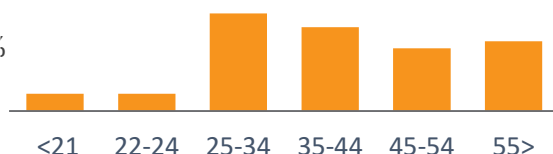
Program Participant Demographics

Race/ Ethnicity



39% Male
61% Female

Age



Geographics

Cities of Residence

San Rafael 32%

Novato 26%

Sausalito 5%

Greenbrae 3%

Marin Other 12%

Unknown 4%

North Bay Other 18%

ATTACHMENT V.B

NOTICE OF INTENTION TO AMEND THE CONFLICT OF INTEREST CODE OF THE WORKFORCE ALLIANCE OF THE NORTH BAY

NOTICE IS HEREBY GIVEN that the Workforce Alliance of the North Bay, pursuant to the authority vested in it by section 87306 of the Government Code, proposes amendment to its conflict of interest code. A comment period has been established commencing on July 11, 2019 and closing on August 24, 2019. All inquiries should be directed to the contact listed below.

The Workforce Alliance of the North Bay proposes to amend its conflict of interest code to include employee positions that involve the making or participation in the making of decisions that may foreseeably have a material effect on any financial interest, as set forth in subdivision (a) of section 87302 of the Government Code. The amendment carries out the purposes of the law and no other alternative would do so and be less burdensome to affected persons.

Changes to the conflict of interest code include:

1. Removing Local Advisory Subcommittee members – Not all Local Advisory Subcommittee members are formally appointed members of the Workforce Development Board. Those that serve on both the Workforce Development Board and the local advisory subcommittee are already considered designated positions, given their role on the WDB. Additionally, the Local Advisory Subcommittee does not have the power to make decisions. They simply consider and provide advice on workforce issues within their assigned geographic area;
2. Consolidating the Executive Director and Local Area Administrator positions. This position is filled by the same individual;
3. One Stop Operator changed to Career Service Provider – It is the Career Service Provider position that has the authority to spend and decide on the expenditure of WIOA funding;
4. Adding Mendocino Career Service Provider – The Workforce Alliance has added Mendocino County to its Joint Powers Agency;

and also makes other technical changes.

Information on the code amendment is attached to this email.

Any interested person may submit written comments relating to the proposed amendment by submitting them no later than August 24, 2019, or at the conclusion of the public hearing, if requested, whichever comes later. At this time, no public hearing is scheduled. A person may request a hearing no later than August 9, 2019.

The Workforce Alliance of the North Bay has determined that the proposed amendments:

1. Impose no mandate on local agencies or school districts.
2. Impose no costs or savings on any state agency.
3. Impose no costs on any local agency or school district that are required to be reimbursed under Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code.
4. Will not result in any nondiscretionary costs or savings to local agencies.

5. Will not result in any costs or savings in federal funding to the state.
6. Will not have any potential cost impact on private persons, businesses or small businesses.

All inquiries concerning this proposed amendment and any communication required by this notice should be directed to:

Sylwia Palczewska

Workforce Development Analyst

phone: 707-699-1947

email: spalczewska@workforcealliancenorthbay.org

**CONFLICT OF INTEREST CODE FOR THE
WORKFORCE ALLIANCE OF THE NORTH BAY BOARD**

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission had adopted a regulation (2 Cal. Code of Regs. Sec. 18730) that contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices, designating positions and establishing disclosure categories, shall constitute the conflict of interest code of the Workforce Alliance of the North Bay (WANB).

Individuals holding designated positions shall file their statements of economic interest with the WANB, which will make the statements available for public inspection and reproduction. (Gov. Code Section 81008.) Upon receipt of the statements, WANB shall make and retain a copy and forward all originals to the Fair Political Practices. All statements will be retained by the WANB.

APPENDIX A

DESIGNATED POSITIONS

<u>Designated Position</u>	<u>Assigned Disclosure Category</u>
Workforce Alliance of the North Bay Members:	
• Governing Board	1, 2
• Regional Board	1, 2
Executive Director / Local Area Administrator	1, 2
Counsel	1, 2
Napa County Career Service Providers	1, 2
Lake County Career Service Providers	1, 2
Marin County Career Service Providers	1, 2
Mendocino County Career Service Providers	1, 2
Consultants/New Positions	*

Note: All positions other than the board members are filled by outside contractors, Napa County employees and/or Marin County employees, but act in a staff capacity for the WANB.

*Consultants/New positions shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation:

The Executive Director may determine in writing that a particular consultant or new position, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such determination shall include a description of the consultant’s or new position’s duties and, based upon that description, a statement of the extent of disclosure requirements. The Executive Director’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code. (Gov. Code Sec. 81008.)

APPENDIX B DISCLOSURE CATEGORIES

Category 1

Designated positions in this category must report:

Investments, business positions in business entities, and sources of income, including receipt of gifts, loans, and travel payments, from sources that provide services, supplies, materials, machinery or equipment of the type utilized by the WANB.

Category 2

Designated positions in this category must report:

Investments, business positions in business entities, and sources of income including receipt of gifts, loans, and travel payments, from business entities and nonprofit organizations of the type that receive loans, grants or other monies from or through the WANB.