



Request for Approval

America's Job Center of CaliforniaSM Adult and Dislocated Worker Career Services Provider

**Local Workforce Development Board
Yolo County Workforce Innovation Board (WIB)**

**Local Workforce Development Area
Yolo County**

The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

The *Workforce Innovation and Opportunity Act* (WIOA) allows Local Workforce Development Boards (Local Board) to be an Adult and Dislocated Worker Career Services Provider with the agreement of the Chief Elected Official (CEO) and the Governor.

This application will serve as the Local Board’s or administrative entity’s request for Governor Approval to be an Adult and Dislocated Worker Career Services Provider within a Local Workforce Development Area (Local Area) under WIOA. The application must be submitted to the California Workforce Development Board (CWDB) by **March 1, 2025**, through the following method:

Email CWDBPolicyUnit@cwdb.ca.gov
Subject line Career Services Provider Application

If the CWDB determines the request is incomplete, it will either be returned or held until the necessary documentation is submitted. Please contact your [Regional Advisor](#) for technical assistance or questions related to completing and submitting this request.

Yolo County Workforce Innovation Board
(WIB)

Name of Local Board

137 N. Cottonwood Street

Mailing Address

Woodland, CA 95695

City, State, Zip

Tico Zendejas

Contact Person

(530) 661-2707

Contact Person’s Phone Number

Date of Submission

Request for Approval Adult and Dislocated Worker Career Services Provider

Local Chief Elected Official Statement

A Local Board or administrative entity that seeks approval to be an Adult and Dislocated Worker Career Services Provider within an America's Job Center of CaliforniaSM must provide a statement from the local CEO indicating his/her request as well as responses to the following questions.

- Board of Supervisors (BOS) approval as indicated by the Chair's signature on this application serves as the CEO request for Yolo County Health & Human Services Agency (HHSA) to be the Adult and Dislocated Worker Career Services Provider in Yolo County.

Please provide responses to the following items on a separate document:

1. What factors guided the Local Board's or administrative entity's decision to submit this application to be an Adult and Dislocated Worker Career Services Provider within the Local Area?
 - HHSA requested and received approval in 2017 from the Secretary of the Labor and Workforce Development Agency, on behalf of the Governor, to be the Adult and Dislocated Worker Career Services Provider in Yolo County. In 2019, the approval was extended through June 30, 2021. In 2021 the approval was extended through June 30, 2025. Throughout this time HHSA has effectively demonstrated that it has the necessary internal infrastructure consisting of trained, experienced and knowledgeable staff to be the Adult and Dislocated Worker Career Services Provider. HHSA has successfully provided WIOA Basic Career Services; Individualized Career Services; Training Services through an Individual Training Account (ITA) known as an Occupational Skills Training (OST) or On-the-Job Training (OJT); Supportive Services and Follow-up Services to the adult and dislocated worker populations of Yolo County. Approval of this application will provide continuity to the communities of Yolo County and allow HHSA to continue building a responsive system to meet the employment and training needs of the local area.
2. How would participants be better served by the Local Board or administrative entity acting in this role rather than through the awarding of contracts?
 - The operations of HHSA is overseen by the Yolo County Board of Supervisors (BOS) which also serves as the Local Chief Elected Official. HHSA works to ensure the health, safety and economic stability of children and adults, particularly

individuals that are vulnerable. The agency administers almost 50 state and federally mandated programs and services as well as non-mandated programs that improve community wellbeing. HHSA provides services directly and indirectly through contracts with community partners. HHSA also provides the platform for providing connectivity to services as well as the delivery of services in a collaborative and integrated fashion to improve participant outcomes.

3. Describe the Basic and Individualized Career Services the Local Board or administrative entity will provide as well as their past experience providing these services.
 - Since the implementation of WIOA, HHSA has provided the WIOA Basic Career Services and Individualized Career Services listed below and will continue to provide these services with the approval of this application.
 - Eligibility for Title I services
 - Outreach, intake, orientation
 - Initial assessment
 - Labor exchange services
 - Referrals to programs
 - Labor market information
 - Performance, cost information
 - Support services information
 - Unemployment Insurance information and assistance
 - Financial aid information
 - Follow-up services
 - Comprehensive assessment
 - Individual employment plan
 - Career planning, counseling
 - Short-term prevocational services
 - Internships, work experience
 - Out-of-area job search
 - Financial literacy services
 - English language acquisition
 - Workforce preparation
4. Provide the Local Area's performance outcomes for each of the last two Program Years (PY 20-21 and 21-22) and evidence that the Local Board or administrative entity is qualified to provide Adult and Dislocated Worker Career Services, including testimonials that speak to the effectiveness and efficiency with which the Local Board or administrative entity has provided or can provide those services.

Yolo County Performance Table				
Adult				
	PY 2020-21		PY 2021-22	
	Negotiated	Actual	Negotiated	Actual
Employment Rate 2 nd Quarter After Exit	68.5%	65.7%	68.5%	56.8%
Employment Rate 4 th Quarter After Exit	66%	59.4%	66%	55%
Median Earnings 2 nd Quarter After Exit	\$7,200	\$8,677	\$7,200	\$7,955
Credential Attainment within 4 Quarters After Exit	60%	59.6%	60%	70.3%
Measurable Skills Gain during program year	50%	65%	50%	76.5%
Dislocated Worker				
	PY 2020-21		PY 2021-22	
	Negotiated	Actual	Negotiated	Actual
Employment Rate 2 nd Quarter After Exit	71.9%	75%	71.9%	52.9%
Employment Rate 4 th Quarter After Exit	72.5%	66.7%	72.5%	84.2%
Median Earnings 2 nd Quarter After Exit	\$10,500	\$7,962	\$10,500	\$9,895
Credential Attainment within 4 Quarters After Exit	60%	73.3%	60%	60%
Measurable Skills Gain during program year	50%	70.8%	50%	83.3%

- During the time period of 2020-21 and 2021-22, Yolo County, along with all other local areas within the State, worked to assist individuals impacted by the State of Emergency, Executive Order N-33-20. Yolo County quickly pivoted in-person service delivery to virtual services to continue meeting the needs of the community. Yolo County has since returned to in-person services, however, continues to offer virtual services for those interested individuals. During the above reporting period, individuals throughout the State were impacted by temporary and permanent lay-offs which impacted performance reporting.
- Four documents that speak to the effectiveness and efficiency with which HHSa has served as the WIOA Title I grant recipient/fiscal administrator and provider of services for the Adult and Dislocated programs are attached.
 - Attachment - Initial Designation as a Local Workforce Development Area which was recommended by the California Workforce Investment Board and the Secretary of the Labor & Workforce Development Agency and approved by the

Governor. The initial designation was an application process that included an evidence review of successful performance and fiscal integrity. In March 2024, Yolo County received a notification of Approval of Local Area Subsequent Designation and Local Board Recertification PY 23-25, also included as a reference.

- Attachment – Annual Review 85% Formula Grant Fiscal Year 2023-24 Final Monitoring Report issued by the Compliance Review Office of the Employment Development Department (EDD) indicating no findings or concerns. This annual review was conducted to determine the level of compliance with applicable federal and state laws, regulations, policies, and directives related to the WIOA grant programs specific to financial management and procurement as well as the WIOA grant programmatic operations.
- Attachment – WIOA Section 188 Nondiscrimination and Equal Opportunity Provisions Annual Onsite Compliance Monitoring Review Final Report PY 2021-22 issued by the EDD Equal Opportunity Office indicating no findings and Two Concerns. Since the monitoring report has been issued Yolo County has enhanced training related to the identified concerns. The Equal Opportunity review is conducted to determine the level of compliance with WIOA Section 188 and its implementing regulation Title 29 Code of Federal Regulations Part 38.
- Attachment(s) – Letter of Support
- Attachment(s) (Pending) – Participant Success Story

5. Attach documentation (signed and dated letter) that the members of the Local Board and other relevant parties (e.g., Board of Supervisors) reviewed the information provided in the application and approved the request in a public meeting.
 - This signed application serves as the signed and dated letter documenting that the Chairs of the Local Board and Board of Supervisors reviewed and approved the information provided in the Request for Approval – Adult and Dislocated Worker Career Services Provider application during public meetings.
 - Three documents are attached that provide evidence of the Request for Approval – Adult and Dislocated Worker Career Services Provider application was reviewed and approved in public meetings. Public meeting agendas are posted at least 72 hours in advance of the meeting and include an opportunity for public comment
 - i. Attachment – December 4, 2024, WIB Executive Agenda
 - ii. Attachment – January 15, 2025, WIB Agenda
 - iii. Attachment – February BOS Agenda (Pending)
6. Attach documentation of internal controls, conflict of interest, and firewall policies.

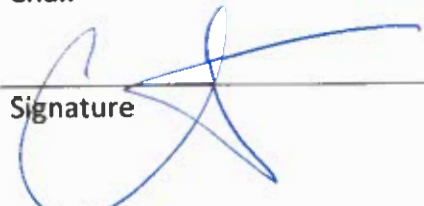
Signature Page

By signing below, the local CEO and Local Board chair request approval from the Governor to be an Adult and Dislocated Worker Career Services Provider. Each party certifies that this application submission was reviewed and demonstrates that the Local Board or administrative entity will meet all the requirements as an Adult and Dislocated Worker Career Services Provider under WIOA law and regulations.

Instructions

The Local Board chair and local CEO must sign and date this form. Include the original signatures with the request.

**Local Workforce Development Board
Chair**



Signature

Claire Tauzer

Name

WIB Chair
Title

1/15/2025

Date

Local Chief Elected Official

Signature

Mary Vixie Sandy

Name

Chair, Board of Supervisors
Title

Date

Michael Rossi, Chair ■ Tim Rainey, Executive Director ■ Edmund G. Brown, Jr., Governor

July 17, 2015

Yolo County Workforce Investment Board
Mr. Matt Rexroad, Chair
625 Court Street, Room 204
Woodland, CA 95695

SUBJECT: Initial Designation as a Local Workforce Development Area

Dear Mr. Rexroad,

This letter is to inform you that at its June 23, 2015 meeting, the California Workforce Investment Board recommended approval of your application for initial designation as a Local Workforce Development Area under the federal Workforce Innovation and Opportunity Act (WIOA). The Governor and the Secretary of the Labor & Workforce Development Agency have concurred with this recommendation.

Initial designation is for the 2-year period of July 1, 2015 through June 30, 2017. Local board certification was combined in this application process. Your local board is certified for the 1-year period of July 1, 2015 through June 30, 2016.

Congratulations on your designation as a Local Workforce Development Area. We look forward to our continued partnership in the successful implementation of WIOA in California.

If you have any questions, please contact your Employment Development Department Regional Advisor.



TIM RAINEY, Executive Director
California Workforce Investment Board

cc: Elaine Lytle, Executive Director
David Lanier, Secretary - Labor and Workforce Development Agency
Mike Rossi, Chair - California Workforce Investment Board
Patrick Henning, Director - Employment Development Department
Brian McMahan, Labor and Workforce Development Agency

Angelo Farooq, Chair

Gavin Newsom, Governor

March 27, 2024

Yolo County Workforce Investment Board
25 North Cottonwood Street
Woodland, CA 95695
Attention: Erica Johnson, Director

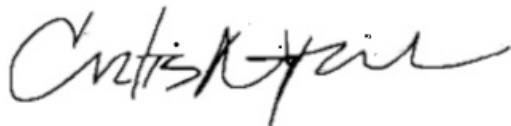
Subject: Approval of Local Area Subsequent Designation and Local Board Recertification PY 23-25

Dear Director Johnson,

The California Workforce Development Board (CWDB) has received and carefully assessed your Local Area Subsequent Designation and Local Board Recertification PY 23-25 application, in accordance with the criteria established in Workforce Services Directive [WSD22-14](#). We are pleased to inform you that you have received approval through June 30, 2025.

If you have any additional questions, please contact your Regional Advisor.

Sincerely,



Curtis Notsinne, Acting Executive Director
California Workforce Development Board

Cc: Yvette Quevedo, Regional Advisor



November 12, 2024

Dr. Tico Zendejas
Interim Workforce Innovation Board Executive Director
Yolo County Health and Human Services Agency
25 North Cottonwood Street
Woodland, CA 95695

Dear Dr. Tico Zendejas:

ANNUAL REVIEW
85% FORMULA GRANT
FISCAL YEAR 2023-24 FINAL MONITORING REPORT

This final monitoring report is to inform you of the results of the Employment Development Department, Compliance Review Office (CRO), Workforce Innovation and Opportunity Act (WIOA), on-site monitoring review of Yolo County Health and Human Services Agency's (Yolo County HHSA) fiscal and program systems for Program Year (PY) 2023-24.

Our review was conducted under the authority of WIOA, Sections 183(a) and 184(a)(4). The purpose of this review was to determine the level of compliance by the Yolo County HHSA with applicable federal and state laws, regulations, policies, and directives related to the WIOA grant activities for PY 2023-24. The Yolo County HHSA was awarded WIOA funds to provide centralized comprehensive workforce services to adults, dislocated workers (DW), youth, and rapid response (RR). The scope of the review covered the period of July 1, 2023 through June 30, 2024.

For the review, we focused on the WIOA Adult and Dislocated Worker programs, policies and procedures, financial reporting, expenditures, cost allocation, indirect cost rate, cash management, internal controls, payroll, procurement, oversight of your subrecipients, eligibility, case management and supportive services. Additionally, we focused on the Local Workforce Development Areas (Local Area) implementation of the priority of service to veterans and eligible spouses' requirements which included a brief tour of one of the Local Areas comprehensive America's Job Center of CaliforniaSM (AJCC).

The on-site review was conducted by Christine Augulis and Olga Ledergerber from October 14, 2024, through October 18, 2024. The exit conference for this review was held on October 25, 2024. We collected the information for this report through interviews with Yolo County HHSA representatives; and by reviewing applicable policies, procedures, a sample of PY 2023-24 expenditures, and your response to the Annual Review Questionnaire.

FISCAL REVIEW RESULTS

We conclude that we did not identify any areas of the Yolo County HHSA not meeting WIOA requirements concerning financial management.

PROCUREMENT REVIEW RESULTS

We conclude that we did not identify any areas of the Yolo County HHSA not meeting WIOA requirements concerning procurement.

PROGRAM REVIEW RESULTS

We conclude that we did not identify any areas of the Yolo County HHSA not meeting WIOA requirements concerning program management.

AND

TECHNICAL ASSISTANCE

The CRO provided technical assistance during the review to address areas of non-compliance. The Yolo County HHSA was able to remedy the following items prior to the conclusion of the monitoring review:

- We identified that one expense was incorrectly allocated to all WIOA programs. In response, the Yolo County HHSA properly reallocated the expense across adult, youth, and DW programs and provided documentation of its actions.
- We also found that Yolo County HHSA's application package was missing required information to identify covered persons (veterans' eligible spouses). In response, the Yolo County HHSA revised its application package to include veterans' eligible spouses and provided documentation of its actions.
- In addition, we found that the Yolo County HHSA did not have in place the processes to identify veterans and eligible spouses and provide them an opportunity to receive priority of service online and at the physical points of

entry. In response, the Yolo County HHSA posted an informative flyer at the entrance of their AJCC and website and provided documentation of its actions.

- Additionally, we found that the Yolo County HHSA was missing a policy requirement to keep written copies of local priority of service policies available at all service delivery points. The Yolo County HHSA added this requirement to their policies and procedures and provided the CRO with the updated version.
- Lastly, we found that Yolo County HHSA's Recovery of WIOA Tuition and Training Refunds policy and procedures were missing required information. In response, the Yolo County HHSA revised its Recovery of WIOA Tuition and Training Refunds policy, and procedures and the policy is now in compliance.

SUMMARY

Because the methodology for our monitoring review included sample testing, this report is not a comprehensive assessment of all areas included in our review. It is Yolo County HHSA's responsibility to ensure that the systems, programs, and related activities comply with the WIOA grant program, federal and state regulations, and applicable state directives. Therefore, any deficiencies identified in subsequent reviews, such as an audit, would remain Yolo County HHSA's responsibility.

Please extend our appreciation to your staff for their cooperation and assistance during our review. If you have any questions regarding this report or the review that was conducted, please contact Christine Augulis, Compliance Monitoring Analyst, at Christine.Augulis@edd.ca.gov or Melissa McDaniel, Compliance Monitoring Manager, at Melissa.McDaniel@edd.ca.gov.

Sincerely,



GRANT BROUQUA, Chief
Compliance Monitoring Section
Compliance Review Office

cc: See Attached Distribution List

Dr. Tico Zendejas
November 12, 2024
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Distribution List

Ashley Abreu, Yolo County HHSA
Christine Augulis
Grant Brouqua
Andrea Eich
Gabriel Garcia
Jennifer Gouvaia
Cynthia Harrington
Olga Ledergerber
Melissa McDaniel
Kimberlee Meyer
Tim Reynaga
Charles Tobia
Natalie Villanueva



July 27, 2022

Nolan Sullivan, Service Center Director
Yolo County Health and Human Services Agency
25 North Cottonwood Street
Woodland, CA 95695

Dear Nolan Sullivan:

**WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) SECTION 188
NONDISCRIMINATION AND EQUAL OPPORTUNITY PROVISIONS
ANNUAL COMPLIANCE MONITORING REVIEW
FINAL REPORT PROGRAM YEAR (PY) 2021-22**

This notification informs you of the results of the Employment Development Department's (EDD) Equal Employment Opportunity (EEO) Office desk compliance monitoring review of Yolo County Health and Human Services Agency (HHSA) for compliance to the WIOA Section 188 for PY 2021-22. This review was conducted by Melanie Malley on July 22, 2022.

Our review was conducted under the authority of WIOA Section 188 and its implementing regulation Title 29 Code of Federal Regulations Part 38. The purpose of this review was to determine the level of compliance by Yolo County Health and Human Services Agency (HHSA) with applicable federal and state laws, regulations, policies, and directives related to the WIOA grant regarding nondiscrimination and equal opportunity provisions for PY 2021-22.

We collected the information for this report through a desk review of documents submitted by the Yolo County Health and Human Services Agency (HHSA), the completed EDD's EEO Office Compliance Monitoring Guide completed by your Equal Opportunity (EO) Officer, interviews with Yolo County Health and Human Services Agency (HHSA) representatives, and a review of applicable policies and procedures.

COMPLIANCE MONITORING REVIEW RESULTS

We conclude that, overall, Yolo County Health and Human Services Agency (HHSA) is meeting applicable WIOA Section 188 requirements concerning nondiscrimination and equal opportunity provisions.

Nolan Sullivan

July 27, 2022

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Although this report contains no findings and serves as a final report, we identified a concern in the area of staff training that may become a compliance issue if not addressed. Specifically, during discussions with HHSA's WIOA Title 1 staff, staff suggested:

- Staff have not received training on HHSA's Limited English Proficiency Policy (LEP Policy). We suggest that HHSA provide formal training on its LEP Policy to all of its WIOA Title I staff during PY 2021-22 to ensure that staff is capable of providing services to all LEP customers and understand their responsibility to do so.
- Staff could benefit from the use of Assistive Technology (AT) in the America's Job Centers of California (AJCC, and requested training on HHSA's AT in the AJCCs. We suggest that HHSA provide formal training on the use of available AT to all of its WIOA Title I staff during PY 2021-22 to ensure that staff is capable of assisting customers with AT when requested.

Because the methodology for our monitoring review included sample testing, this report is not a comprehensive assessment of all of the areas included in our review. It is Yolo County Health and Human Services Agency (HHSA)'s responsibility to ensure that its systems, programs, and related activities comply with the WIOA grant program, federal and state regulations, and applicable state directives. Consequently, any deficiencies identified in subsequent reviews, such as an audit, would remain Yolo County Health and Human Services Agency (HHSA)'s responsibility.

Please extend our appreciation to your staff for their cooperation and assistance during our review. If you have any questions regarding this report or the review that was conducted, please contact Melanie Malley at Melanie.Malley@edd.ca.gov or Kimberly Clinton EEO Office Manager, at Kimberly.Clinton@edd.ca.gov

Sincerely,

/s/ MATILDA AIDAM
State-level EO Officer

cc: Gabriel Garcia, Workforce Services Branch, MIC 50
Tanya Provencher, HHSA EO Officer

Nolan Sullivan
July 27, 2022
Page three



MARY VIXIE SANDY, Ed.D.
Yolo County Supervisor, 3rd District

625 Court Street, Room 204
Woodland, CA 95695-3448
Chief of Staff: Dotty Pritchard
District Office (530) 666-8230
Email: dotty.pritchard@yolocounty.gov

Office: (530) 666-8621
Email: mary.vixiesandy@yolocounty.gov
www.yolocounty.gov

December 10, 2024

Health and Human Services Agency (HHSa)
Attn: Dr. Tico Zendejas, HHSa Branch Director; WIB Executive Director
25 N. Cottonwood
Woodland, CA 95695

Dear Dr. Zendejas,

This letter is in support of the application by Yolo County Health and Human Services (HHSa) to continue serving as the Workforce Innovation and Opportunity Act (WIOA) Title I Adult and Dislocated Worker Career Services Provider which is to be submitted to the California Workforce Development Board.

Over the past four years, the WIOA Title I Program located at HHSa has provided individualized career services to 177 enrolled Adults, including 155 of whom received Occupational Skills Trainings, On-The-Job Trainings or Skills Upgrades. HHSa provided services to 80 Dislocated Workers including 75 participants who received trainings. In addition to trainings, HHSa has provided support services, individual service strategy, case management, career and guidance planning, and referrals to partner agencies.

HHSa is well able to continue its role as the WIOA Title I Adult and Dislocated Worker Career Services Provider. The agency houses the AJCC and provides several public assistance programs. Yolo County residents have become familiar and comfortable with seeking assistance from HHSa for a wide variety of support, ranging from food insecurities, housing needs, medical emergencies, and financial hardship. The opportunity to further career and education goals through the WIOA Title I Adult and Dislocated Worker Program allows HHSa to provide uninterrupted services as residents work towards self-sufficiency.

I support the continuation of Yolo County HHSa serving as the WIOA Title I Adult and Dislocated Worker Career Services Provider.

Sincerely,

Mary Vixie Sandy, Vice Chair
Yolo County Board of Supervisors

MVS:dep



Employment, Independence & Equality



Health and Human Services Agency

December 20, 2024

Health and Human Services Agency (HHSA)

Attn: Dr. Tico Zendejas, Branch Director; WIB Executive Director

25 N. Cottonwood

Woodland, CA 95695

Dear Dr. Zendejas,

This letter is in support of the application by Yolo County Health and Human Services (HHSA) to continue serving as the Workforce Innovation and Opportunity Act (WIOA) Title I Adult and Dislocated Worker Career Services Provider which is to be submitted to the California Workforce Development Board.

Over the past four years, the WIOA Title I Program located at HHSA has provided individualized career services to 177 enrolled Adults, including 155 of whom received Occupational Skills Trainings, On-The-Job Trainings or Skills Upgrades. HHSA provided services to 80 Dislocated Workers including 75 participants who received trainings. In addition to trainings, HHSA has provided support services, individual service strategy, case management, career and guidance planning, and referrals to partner agencies.

Department of Rehabilitation, State of California is a required partner to the WIOA Title I program and, as such, works collaboratively with HHSA to provide programs and services to enhance the education, training, employment opportunities, and quality of life of Yolo County residents. This partnership allows Department of Rehabilitation and HHSA to co-enroll participants, leveraging resources to ensure that services are provided in a way that best meets the needs of each individual and prevents duplication of services.

Through the strong partnership between Department of Rehabilitation and HHSA, as the WIOA Title I provider of adult and dislocated worker services, we are able to support individuals as they build a better future for themselves and their families.

Department of Rehabilitation strongly supports the continuation of Yolo County HHSA serving as the WIOA Title I Adult and Dislocated Worker Career Services Provider.

Sincerely,

Lestie Rubalcava, M.S.

Staff Service Manager I

Department of Rehabilitation

530-822-4591



Yolo County Housing Authority

147 W. Main Street
Woodland, CA 95695

Woodland: (530) 662-5428
Sacramento: (916) 444-8982
TTY: (800) 545-1833, ext.626

December 9, 2024

Health and Human Services Agency (HHSa)
Attn: Dr. Tico Zendejas, Branch Director; WIB Executive Director
25 N. Cottonwood
Woodland, CA 95695

Dear Dr. Zendejas,

This letter is in support of the application by Yolo County Health and Human Services (HHSa) to continue serving as the Workforce Innovation and Opportunity Act (WIOA) Title I Adult and Dislocated Worker Career Services Provider which is to be submitted to the California Workforce Development Board.

Over the past four years, the WIOA Title I Program located at HHSa has provided individualized career services to 177 enrolled Adults, including 155 of whom received Occupational Skills Trainings, On-The-Job Trainings or Skills Upgrades. HHSa provided services to 80 Dislocated Workers including 75 participants who received training. In addition to training, HHSa has provided support services, individual service strategy, case management, career and guidance planning, and referrals to partner agencies.

Yolo County Housing (YCH) is a required partner to the WIOA Title I program and, as such, works collaboratively with HHSa to provide programs and services to enhance the education, training, employment opportunities, and quality of life of Yolo County residents. This partnership allows YCH and HHSa to co-enroll participants, leveraging resources to ensure that services are provided in a way that best meets the needs of each individual and prevents duplication of services.

Through the strong partnership between YCH and HHSa, as the WIOA Title I provider of adult and dislocated worker services, we are able to support individuals as they build a better future for themselves and their families.

Yolo County Housing strongly supports the continuation of Yolo County HHSa serving as the WIOA Title I Adult and Dislocated Worker Career Services Provider.

Sincerely,

Ian Evans
Executive Director
Yolo County Housing



www.yoloworks.org

Yolo County Workforce Innovation Board

A proud partner of America's Job Center of CaliforniaSM network.
American's Job Center of California - One-Stop Career Center Locations

Comprehensive
Health & Human Services Agency
25 N. Cottonwood Street
Woodland, CA 95695
(530) 661-2641

Affiliate
Health & Human Services Agency
500 Jefferson Boulevard
West Sacramento, CA 95605
(916) 375-6307

Board Members

- 3P Partners
- Adams Group Inc.
- California Dept. of Rehabilitation
- California Employers Association
- California Employment Development Department
- Canopy Security Solutions
- City of Woodland Economic Development
- Hart Management Company, Inc.
- Hotel Winters & Carboni's Ristorante
- Los Rios Community College
- Marquez Designs
- PGP International, Inc.
- Sacramento Central Labor Council (4)
- Tauzer Apiaries
- UC Davis
- Winters District Chamber of Commerce
- Woodland Community College
- Woodland Aviation
- Woodland Adult Education
- Woodland Chamber of Commerce
- Yolo Employment Services, Inc.



Building Better Lives • Building Better Communities
A proud partner of America's Job Center of CaliforniaSM network.

>>>NOTICE OF PUBLIC MEETING<<<

Workforce Innovation Board Executive Committee

December 4, 2024
9:30 AM-11:00 AM
25 North Cottonwood Street
Woodland, CA
Clarksburg Room

AGENDA

1. **Welcome Comments, and Group Discussion**
2. **Public Comments/Announcements – Non- Agenda Items**
 - a. *Workforce Innovation Board (WIB members, staff or the public may address the WIB on subjects relating to employment and training in Yolo County. A time limit of 3 minutes may be imposed. No action may be taken on non-agenda items.)*
3. **Establish Quorum – Roll Call**
4. **Consider Agenda Approval**
5. **Consent Agenda – approved with one motion unless item withdrawn for discussion**
 - a. Approve WIB Executive Committee minutes – October 23, 2024 (Handout)
6. **Regular Agenda**
 - a. Receive/Review/Discuss/Recommend Approval of Revised WIB Policy Bulletin 22-3 Youth Work Experience (WEX) (Handout) – Ashley Abreu
 - b. Receive/Review/Discuss/Approve of the Transfer of Funds Request (Handout) - Ashley Abreu
 - c. Receive/Review/Discuss Recommend Approval of the Application Request to be the Adult & Dislocated Worker Service Provider (Handout) - Ashley Abreu
 - d. Receive/Review/Discuss/Recommend Appointment of Current WIB Members Subsequent Application for Jeff Richard and Leslie Rubalcava (Handout) - Ashley Abreu
 - e. Receive/Review/Approve the Revision to the Previously Approved Yolo County America's Job Center of California Certification Indicator Assessment (Handout) - Ashley
 - f. Receive/Review/Approve January 15, 2025 WIB Draft Agenda – (Handout) – Ashley Abreu
 - g. Receive/Review/Discuss Attendance Log (Handout) – Ashley Abreu
 - h. Receive/Review/Discuss Form 700 Filing Status (Handout) – Ashley Abreu
 - i. Receive/Review/Discuss UI Data for Yolo County (Handout) - Ashley Abreu
 - j. Receive/Review/Discuss Review of Youth Program Contracts Across PY 2021-2025 (Handout) - Ashley Abreu
7. **Information Items**

- a. Update: State of California, Employment Development Department (EDD), Workforce Service Division Program Monitoring PY 2023-24 – Final Monitoring Report (Handout) - Ashley Abreu
- b. Reminder: January 2025 the Form 700 notification will be issued with a due date of April 1, 2025

Links to Workforce Service Directives/ Draft Directives (WSD/WSDD):

https://edd.ca.gov/en/jobs_and_training/Active_Directives/

- c. WSD24-06 - Adult Program Priority of Service (Handout) Ashley Abreu
- d. WSIN24-17 - Local Area Negotiated Performance Goals PY 24 and PY 25 (Handout) Ashley Abreu

8. WIB Strategic Plan Review

- i. Real Role of Workforce Board Action Planning Discussion
- ii. Review/Discuss Adhoc Committee Priorities

9. Reports

- a. Michael Indiveri, One-Stop Operator
 - i. AJCC MOU Partner Draft Agenda and Draft Meeting Schedule (Handout)
- b. Claire Tauzer, WIB Chair
- c. Tico Zendejas, WIB Executive Director
- d. Staff Report Out

10. Adjourn

11. Next Meeting:

February 26, 2025 – Yolo County Health and Human Services Agency
25 N. Cottonwood Street Woodland, CA 95695
Clarksburg Room/ Gonzales Building

Accommodation: In accordance with Section 202 of the Americans with Disabilities Act, if you require special assistance, meeting materials to be in an alternative format, auxiliary aids, or other person to assist you while attending the meeting, we will provide reasonable accommodation to allow participation. Contact Ashley Abreu at (530) 661-2662 at least 3 business days prior to the meeting to facilitate arrangement. This WIOA Title I – financially assisted program or activity is an equal opportunity employer/program. For Individuals with hearing or speaking limitations, assistance is available via California Relay Service 711 or 1-800-735-2922 (English), 1-800-855-3000 (Spanish).

For more about the Yolo County Workforce Innovation Board log on to www.yoloworks.org



www.yoloworks.org

Yolo County Workforce Innovation Board

A proud partner of America's Job Center of CaliforniaSM network.
American's Job Center of California - One-Stop Career Center Locations

Comprehensive
Health & Human Services Agency
25 N. Cottonwood Street
Woodland, CA 95695
(530) 661-2641

Affiliate
Health & Human Services Agency
500 Jefferson Boulevard
West Sacramento, CA 95605
(916) 375-6307

Board Members

3P Partners

Adams Group Inc.

California Dept. of
Rehabilitation

California Employers
Association

California Employment
Development
Department

Canopy Security
Solutions

City of Woodland
Economic Development

Hart Management
Company, Inc.

Hotel Winters &
Carboni's Ristorante

Los Rios Community
College

Marquez Designs

PGP International, Inc.

Sacramento Central
Labor Council (4)

Tauzer Apiaries

UC Davis

Winters District
Chamber of Commerce

Woodland Community
College

Woodland Aviation

Woodland Adult
Education

Woodland Chamber of
Commerce

Yolo Employment
Services, Inc.



Building Better Lives • Building Better Communities

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>>>NOTICE OF PUBLIC MEETING<<<

Workforce Innovation Board

January 15, 2025

8:30 AM-10:30 AM

137 North Cottonwood Street

Woodland, CA

Walker-Thomson Room

Additional Remote Sites are Available for Meeting Attendance by the Public:
400 Court Street Woodland, CA 95695

Virtual Access Location:

<https://yolocounty.zoom.us/j/87865754477>

AGENDA

Call to Order – Pledge of Allegiance

1. **Welcome Comments, and Group Discussion**
2. **Public Comments/Announcements – Non- Agenda Items**
 - a. *Workforce Innovation Board (WIB members, staff or the public may address the WIB on subjects relating to employment and training in Yolo County. A time limit of 3 minutes may be imposed. No action may be taken on non-agenda items.)*
3. **Establish Quorum – Roll Call**
4. **Consider Agenda Approval**
5. **Consent Agenda** – *approved with one motion unless item withdrawn for discussion*
 - a. Approve WIB Committee minutes – November 13, 2024 (Handout)
 - b. Ratify the Recommendation of the WIB Executive Committee on December 4, 2024 to Approve the Revised WIB Policy Bulletin 22-3 Youth Work Experience (WEX) (Handout)
 - c. Ratify the Recommendation of the WIB Executive Committee on December 4, 2024 to Approve the Transfer of Funds Request (Handout)
 - d. Ratify the Recommendation of the WIB Executive Committee on December 4, 2024 to submit the Application Request to be an Adult & Dislocated Worker Service Provider (Handout)
 - e. Ratify the Recommendation of the WIB Executive Committee on December 4, 2024 for Current WIB Members Subsequent Application for Jeff Richard and Leslie Rubalcava (Handout)
 - f. Ratify the Recommendation of the WIB Executive Committee on December 4, 2024 to Revise the Previously Approved Yolo County America's Job Center of California Certification Indicator Assessment (Handout)
6. **Regular Agenda**
 - a. Receive/Review/Discuss/Recommend Approval of the Local Area Subsequent Designation and Local Board Recertification for Program Year 2025-27 (Handout) – Ashley Abreu

- b. Receive/Review/Discuss/Recommend Approval for WIB Staff to Take Necessary Actions Related to a Competitive Procurement Solicitation to Ensure the Continuation of WIOA Title I Youth Services in Yolo County (Handout) – Ashley Abreu
- c. Receive/Review/Discuss/Recommend Approval for WIB Staff to Take Necessary Actions Related to a Competitive Procurement Solicitation to Ensure the AJCC Operator Requirements are Fulfilled (Handout) – Ashley Abreu
- d. Receive/Review/Discuss/Recommend Approval for WIB Staff to Take Necessary Actions Related to the Regional and Local Plans for PY 2025-28 to Ensure the Requirements are Fulfilled (Handout) – Ashley Abreu
- e. Receive/Review/Discuss/Recommend Appointment of WIB Member Application for Beth Conn-Ossenfort, (Handout) – Ashley Abreu
- f. Receive the Resignation of WIB Member, Alice Tapley (Handout) – Ashley Abreu
- g. Receive/Review/Discuss UI Data for Yolo County (Handout) – Ashley Abreu
- h. Receive/Review/Discuss Review of Youth Program Contracts Across PY 2021-2025 (Handout) – Ashley Abreu

7. Information Items

- a. Receive the AJCC MOU Partner Agenda and Meeting Schedule (Handout) - Ashley Abreu
- b. Update: State of California, Employment Development Department (EDD), Workforce Service Division Program Monitoring PY 2023-24 – Final Monitoring Report (Handout)- Ashley Abreu
- c. Reminder: January 2025 the Form 700 notification will be issued with a due date of April 1, 2025

Links to Workforce Service Directives/ Draft Directives (WSD/WSDD):

https://edd.ca.gov/en/jobs_and_training/Active_Directives/

- d. WSD24-06 - Adult Program Priority of Service (Handout) Ashley Abreu
- e. WSIN24-17 - Local Area Negotiated Performance Goals PY 24 and PY 25 (Handout) Ashley Abreu

8. WIB Strategic Plan Review

- i. Real Role of Workforce Board Action Planning Discussion
- ii. Review/Discuss Adhoc Committee Priorities

9. Reports

- a. Claire Tauzer, WIB Chair
- b. Tico Zendejas, WIB Executive Director
- c. Staff Report Out

10. Adjourn

11. Next Meeting:

March 12, 2025 – Yolo County Health and Human Services Agency
25 N. Cottonwood Street Woodland, CA 95695
Community Room/ Gonzales Building

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Yolo County
Workforce Innovation and Opportunity Act (WIOA)
POLICY BULLETIN 21-5

Bulletin Name: WIOA Separation of Duties
Effective Date: September 8, 2021
Issue Date: September 8, 2021

Purpose The purpose of this policy is to establish firewalls and define the roles and responsibilities of the Chief Elected Officer (CEO), the Local Workforce Development Board (LWDB), the Fiscal Agent, America's Job Center of California (AJCC) Operator, and WIOA Title I Programs in the Local Workforce Development Area (LWDA) of Yolo County in accordance with the Workforce Innovation and Opportunity Act (WIOA).

Background WIOA is a bipartisan bill that was signed into law on July 22, 2014, to amend the Workforce Investment Act (WIA) of 1998 and strengthen the nation's workforce development system through innovation in and alignment with and improvement of employment, training and education programs, and to promote individual and economic growth. WIOA authorized each Governor to establish LWDA's for the conduct of workforce development activities, under the oversight of LWDB's for Title I activities. Governors are obligated to cluster LWDA's by region, consistent with labor markets, to encourage mutual planning and investment in promising and proven workforce development practices. A LWDB is charged with ensuring the appropriate use and management of WIOA Title I funds in a LWDA. The Chair of a LWDB and the majority of the LWDB's members must be representatives of the business/ employer community. The balance of a LWDB's membership includes representatives of educational institutions, organized labor and joint labor-management apprenticeship programs, economic and community development entities, community-based organizations, etc.

WIB Staff of the Health and Human Services Agency (HHS) drafted this policy based on guidance provided in Title 20 Code of Federal Regulations (CFR) Section 680, Title 2 CRF Part 200, Workforce Services Directive (WSD) 18-10 WIOA *Training Expenditure Requirements*, WSD 20-03 *Audit Requirements*. The policy was reviewed by the Executive Committee of the Workforce Innovation Board (WIB) on August 25, 2021.

Local Policy Bulletins are available for general public access at YoloWorks.org

Policy **Local Area Development & Oversight**

Yolo County Workforce Innovation Board (WIB) serves as the LWDB for

WIOA Title I employment and training programs in the LWDA of Yolo County and as an advisory body to the Yolo County Board of Supervisors (BOS). The BOS serves as the chief elected official (CEO) to the WIB. Yolo County Health and Human Services Agency (HHSA) is the location for AJCC and administers WIOA Title I programs. HHSA Service Center Branch employees serve as staff to the WIB. WIB Staff submit a detailed Local Plan that provides in-depth description of the purpose and function of each entity described in this policy every four years to the California Workforce Development Board.

WIB Duties

The WIB is responsible for building the local/regional workforce system foundation by performing duties such as:

- Maintaining bylaws, membership, conflict of interest
- Convening regular meetings
- Creating and adhering to the Local and Regional Plan
- Establishing and maintaining Workforce System Partner Memorandums of Understanding (MOUs)
- Providing oversight for AJCC, Program Policy, Procedure, Certification
- Negotiating local performance measures
- Business Engagement (Rapid Response & Layoff Aversion)
- Assisting local training providers with entry on the Eligible Training Providers List (ETPL)
- Providing support and training for Management Information System (CalJOBS)
- Program Monitoring
- Lead efforts to engage with a diverse range of employers and entities in the region.
- Assess the physical and programmatic accessibility of the AJCC annually in accordance with applicable nondiscrimination provisions under Title I of the WIOA and the Americans with Disabilities Act.

Fiscal Agent

The WIOA Title I program has an administrative cost limit of 10%. This limit includes expenditures incurred by direct grant recipients, local grant recipients, local grant subrecipients, or local fiscal agents which are not direct services to participants or employers. HHSA Administrative Branch employees serve as the Fiscal Agent to the WIB.

The Fiscal Agent is responsible for establishing a sound financial management system of controls that comply with Title 2 CRF Part 200: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and WSD 20-03 *Audit Requirements*. This includes:

- Accounting, budgeting, financial and cash management
- Contract Compliance
- Procurement and purchasing
- Personnel management

- Payroll
- Fiscal and Procurement Monitoring

AJCC Operator

The One-Stop Operator, also referred to as the AJCC Operator performs the following duties:

- Coordinates the service delivery of required AJCC partners and service providers on a quarterly basis
- Ensures the implementation of MOUs
- Assists with the AJCC Assessment and the One-Stop Certification process
- Act as a liaison between the WIB and system partners, attending WIB or WIB Executive Committee meetings at least six (6) times annually.
- Facilitates AJCC partners and service providers in a continuous quality improvement process, including supporting dialogue to promote services with barriers to employment

The AJCC Operator is determined by a competitive procurement process every 4 years and reports to the WIB Executive Committee. The HHSA Service Center Branch serves as the AJCC with a comprehensive site in Woodland and an affiliate site in West Sacramento.

20 CRF 687.620 (b)(2) prohibits the AJCC operator from convening system stakeholders to assist in the development of the local plan, prepare and submit local plans, be responsible for oversight of itself, manage or significantly participant in the competitive selection process for the one-stop operators, select or terminate one-stop operators, career services, and youth providers; negotiate local performance measures, or develop and submit a budget for activities of the LWDB in the local area.

WIOA Title I Programs

The WIOA Title I Programs consist of Adult, Dislocated Worker, and Youth programs. WIOA Title I Staff duties include:

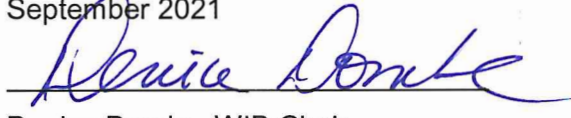
- Providing basic career services including but not limited to participant intake, orientations, initial assessments, employment services, and referrals to other partners and services.
- Providing individualized career services including but not limited to comprehensive and specialized assessments, case management, individual employment plans, career planning, and vocational counseling.
- Managing the daily operations activities in support of AJCC premises.
- Managing the hours of operation for AJCCs.

The WIB completes a competitive procurement and/or application request for Governor approval process for these programs once every four years.

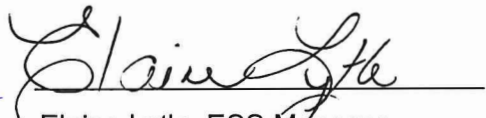
- HHSA Service Center Branch serves as the Adult and Dislocated Worker service provider and is the out-of-school Youth training service provider for Yolo County.

- HHS WIOA Title I program staff determine eligibility for Adult, Dislocated Worker and Youth programs.
- Youth Title I Program Elements are provided to eligible in-school and out-of-school youth by providers determined by a competitive procurement process every four years.

PASSED AND ADOPTED by the Yolo County Workforce Innovation Board, this 8th day of September 2021



Denice Domke, WIB Chair
On behalf of the Yolo County
Workforce Innovation Board



Elaine Lytle, ESS Manager
On behalf of the Yolo County
Health and Human Services Agency

Date: 9/8/21

Date: 9/8/21

BOARD OF SUPERVISORS
Yolo County, California

To: Co. Counsel ✓

CONSENT CALENDAR

Excerpt of Minute Order No. 16-65 Item No. 14, of the Board of Supervisors' meeting of May 31, 2016.

MOTION: Rexroad. SECOND: Saylor. AYES: Chamberlain, Villegas, Saylor, Rexroad, Provenza.

14.

Adopt resolution amending the Yolo County Conflict of Interest Code to update designated County positions for filing Statements of Economic Interests. (No general fund impact) (Pogledich/Welton)

Approved **Resolution No. 16-41** on Consent.



County of Yolo

www.yolocounty.org

To: Supervisor Jim Provenza, Chair
and Members of the Board of Supervisors

Consent-General Government # 14.

Board of Supervisors

County Counsel

Meeting Date: 05/31/2016

Brief Title: Update Conflict of Interest Filing List

From: Philip J. Pogledich, County Counsel

Staff Contact: Hope P. Welton, Senior Deputy, County Counsel, x8223

Subject

Adopt resolution amending the Yolo County Conflict of Interest Code to update designated County positions for filing Statements of Economic Interests. (No general fund impact)
(Pogledich/Welton)

Recommended Action

Adopt, as the code reviewing body, the resolution amending the Yolo County Conflict of Interest Code to update designated County positions required to file Statements of Economic Interests.

Strategic Plan Goal(s)

Operational Excellence

Reason for Recommended Action/Background

The Political Reform Act requires that the County periodically review and update its Conflict of Interest Code and make revisions based on changed circumstances. Since the date of the last revision, positions have been added, amended or deleted and, at the request of Supervisor Provenza, the attached Resolution will update Appendix A to reflect those changes. Appendix B remains unchanged from the last revision.

This revision will provide an accurate list of designated positions for the County Clerk to use in giving notice to persons in those designated positions required to file Statements of Economic Interests under the County's Conflict of Interest Code.

Collaborations (including Board advisory groups and external partner agencies)

The County Counsel's Office and the County Clerk-Recorder's Office has worked in conjunction with Supervisor Provenza, the Health and Human Services Agency, the Department of Community Services, the Public Guardian/Administrator, the Sheriff's Department, and Child Support Services in compiling information for this item.

Fiscal Information

No Fiscal Impact

Fiscal Impact of this Expenditure

Total cost of recommended action

Amount budgeted for expenditure

Additional expenditure authority needed \$0

On-going commitment (annual cost)

Source of Funds for this Expenditure

General Fund \$0

Attachments

Att. A. Resolution

Att. B. Appendices

Form Review

Inbox

County Counsel (Originator)

County Counsel (Originator)

Phil Pogledich

Form Started By: Hope Welton

Final Approval Date: 05/25/2016

Reviewed By

Hope Welton

Hope Welton

Phil Pogledich

Date

05/17/2016 05:26 PM

05/17/2016 05:26 PM

05/25/2016 09:37 AM

Started On: 03/17/2016 11:32 AM

CLERK OF THE BOARD
BY Julie Rachtz
DEPUTY

RESOLUTION NO. 16-41

**RESOLUTION OF THE YOLO COUNTY BOARD OF SUPERVISORS
AMENDING THE YOLO COUNTY CONFLICT OF INTEREST CODE**

WHEREAS, the Political Reform Act, Government Code §§81000 et seq., requires that conforming amendments be made to conflict of interest codes adopted and promulgated pursuant to its provisions; and

WHEREAS, the Fair Political Practices Commission has adopted a regulation, 2 California Administrative Code §18730, which contains the terms of a model conflict of interest code that can be incorporated by reference, and which the Fair Political Practices Commission periodically amends to conform to amendments to the Political Reform Act; and

WHEREAS, this Board of Supervisors has heretofore adopted Resolution Nos. 83-28, 83-209, 84-162, 87-96, 92-27, 95-56, 00-129, 00-176, 02-33, 03-30, 08-192, 09-196, 10-166 , 12-141, 13-139, 14-116, and 15-141 incorporating the Fair Political Practices Commission’s model conflict of interest code with modifications and additions as stated in those Resolutions; and

WHEREAS, the County of Yolo is required to review the Code as amended on a periodic basis as required by the Fair Political Practices Act; and

WHEREAS, this Board now desires to restate the provisions of the County's Conflict of Interest Code, particularly to make changes necessitated by changed circumstances such as the creation or abolition of positions and reassignments of duties.

NOW THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Yolo as follows:

1. The County of Yolo adopts and incorporates by reference the provisions of Section 18730 of Title 2 of the California Code of Regulations and any amendments to it that may be duly adopted by the Fair Political Practices Commission.
2. The standard conflict of interest code, together with the Appendix of Designated Position Classifications (Appendix A) and the Appendix of Disclosure Categories (Appendix B), shall constitute the conflict of interest code of the County of Yolo.
3. This Resolution shall become effective on July 1, 2016. Persons holding designated positions who are brought under the coverage of the Conflict of Interest Code of the County of Yolo shall file an annual statement of economic interests with the Yolo County Clerk on or before August 1, 2016, in accordance with the disclosure categories adopted by this Resolution.
4. Every holder of an office within the County of Yolo who is required to file a statement of economic interest by Government Code §87200 shall file an original with the County Clerk, who

shall make and retain a copy and forward the original to the Fair Political Practices Commission, which shall be the filing officer for those positions.

5. Every candidate for an office within the County of Yolo who is required to file a statement of economic interest by Government Code §87200 shall file an original with the Elections Department, who shall make and retain a copy and forward the original to the Fair Political Practices Commission, which shall be the filing officer for those candidates.

6. All previously adopted resolutions establishing a conflict of interest code for the County of Yolo are hereby rescinded.

PASSED AND ADOPTED by the Board of Supervisors of the County of Yolo, State of California, this 31st day of May, 2016, by the following vote:

AYES: Chamberlain, Villegas, Saylor, Rexroad, Provenza.

NOES: None.

ABSENT: None.

ABSTENTION: None.



Jim Provenza, Chair
Board of Supervisors, County of Yolo

Attest:

Julie Dachtler, Deputy Clerk
Board of Supervisors

By 
Deputy
(Seal)


Approved as to Form:
Philip J. Pogledich, County Counsel

By 

Hope P. Welton, Senior Deputy

Appendix A – Conflict of Interest Code

POSITION TITLE	DEPT	DISCLOSURE CATEGORY
AGRICULTURE		
Agriculture Commissioner & Sealer of Weights	AGRI	1
Chief Deputy Agriculture Commissioner	AGRI	1
Deputy Agriculture Commissioner/Sealer	AGRI	4
Agricultural & Standard Inspector IV	AGRI	4
BOARD OF SUPERVISORS		
Supervisor's Deputy	BOS	1
Assistant Supervisor's Deputy	BOS	1
Clerk of the Board of Supervisors	BOS	2
CHILD SUPPORT SERVICES		
Director of Child Support Services	CSS	1
Child Support Attorney IV,V	CSS	4
Child Support Program Manager	CSS	4
CLERK-RECORDER/ASSESSOR/ELECTIONS		
Managing Clerk-Rec-Assessor	CRAE	1
Exec Assistant to the Co Clerk/Rec/Assessor	CRAE	1
Chief Deputy Clerk-Rec-Assessor	CRAE	1
Assessor/County Clerk-Recorder	CRAE	1
Auditor-Assessor	CRAE	1
Departmental IT Manager	CRAE	1
Principal Appraiser	CRAE	1
Senior Appraiser	CRAE	4
Senior Auditor-Appraiser	CRAE	4
Appraiser I,II,III	CRAE	4
COMMUNITY SERVICES		
Chief Fiscal Admin Officer	CS	1
Business Services Supervisor	CS	1
Senior Administrative Services Analyst	CS	1
Chief Building Official	CS	1
County Service Area Manager	CS	1
Deputy Director - Integrated Waste	CS	1
Principal Civil Engineer	CS	1
Assistant Director - Planning Services	CS	1
Assistant Director - Public Works	CS	1
Director of Planning & Public Works	CS	1
Director of Environmental Health	CS	1
Principal Planner	CS	1
Accountant 3	CS	2
Construction Inspector	CS	3
Landfill Construction Inspector	CS	3
Building Inspector II, III	CS	3
Public Works Superintendent	CS	3

Appendix A - Conflict of Interest Code

POSITION TITLE		
COMMUNITY SERVICES - Continued		
Senior Civil Engineer	CS	3
Associate Civil Engineer	CS	3
Associate Engineer 5	CS	3
Waste Reduction/Recycling Manager	CS	3
Senior Planner	CS	3
Supervising Environmental Health Specialist	CS	4
Environmental Health Technician	CS	4
Supervising Hazardous Materials Specialist	CS	4
County Surveyor	CS	7
COUNTY ADMINISTRATOR		
Senior Management Analyst	CAO	1
Manager of Operations & Strategy	CAO	1
Emergency Services Planner	CAO	1
Emergency Services Coordinator	CAO	1
Natural Resource Manager	CAO	1
Assistant County Administrator	CAO	1
Deputy County Administrator	CAO	1
Principal Management Analyst	CAO	1
Grants Administrator	CAO	1
LAFCO Executive Officer	CAO	1
Director of Human Resources	CAO	1
COUNTY COUNSEL		
Assistant County Counsel	CC	1
Senior Deputy County Counsel	CC	1
Deputy County Counsel I/II/III	CC	1
DEPARTMENT OF FINANCIAL SERVICES		
Assistant Chief Financial Officer	DFS	1
Chief Budget Official	DFS	1
Financial Services Analyst	DFS	1
Property Tax Supervisor	DFS	1
Accounting Manager	DFS	1
Audit Manager	DFS	1
Manager of Purchasing Services	DFS	1
Senior Accountant	DFS	2
Accountant III	DFS	2
Senior Administration Services Analyst	DFS	2
Auditor III	DFS	2
Lead Buyer	DFS	2
Buyer II	DFS	2
DISTRICT ATTORNEY		
Chief Fiscal Admin Officer	DA	1
Chief Deputy District Attorney	DA	1

Appendix A – Conflict of Interest Code

POSITION TITLE	DEPT	DISCLOSURE CATEGORY
DISTRICT ATTORNEY - Continued		
Assistant Chief Deputy District Attorney	DA	1
Assistant Chief District Attorney Investigator	DA	1
Chief District Attorney Investigator	DA	1
Deputy District Attorney I/II/III/IV/V	DA	1
Fiscal Administrative Officer	DA	1
GENERAL SERVICES		
Deputy Director - General Services	GSD	1
Project Manager	GSD	2
Director of IT & Telecomm	GSD-IT	2
Information Security Officer	GSD-IT	2
Information Technology Manager	GSD-IT	2
Supervising Technical Support Specialist	GSD-IT	2
Systems Software Specialist III	GSD-IT	2
Departmental IS Coordinator	GSD-IT	2
Database Administrator	GSD-IT	2
Fiscal Administrative Officer	GSD-IT	2
HEALTH & HUMAN SERVICES		
ADMIN & FISCAL		
Assistant Dir, Health and Human Srv	HHSA	1
Deputy Dir, Health & Human Serv	HHSA	1
Director, Health and Human Srv	HHSA	1
Fiscal Administrative Officer	HHSA	1
Health Officer	HHSA	1
Business Services Officer	HHSA	2
Communication Manager	HHSA	2
HHSA Human Resources Manager	HHSA	2
Support Services Supervisor	HHSA	3
ADULT & AGING		
Branch Director II, Health & Human Serv	HHSA	1
Departmental IS Coordinator	HHSA	2
Adult & Aging Clinical Mgr	HHSA	3
Health and Human Services Mgr I	HHSA	3
Health and Human Services Mgr II	HHSA	3
Homeless Prog Coord	HHSA	3
Psychiatrist-Med. Director	HHSA	6
CHILD, YOUTH & FAMILY		
Branch Director II, Health & Human Serv	HHSA	1
Child Welfare Srvs Mgr	HHSA	3
Health and Human Services Mgr I	HHSA	3
Health Department Program Mgr	HHSA	3
COMMUNITY HEALTH		
Branch Director II, Health & Human Serv	HHSA	1
Emergency Med Srvs Program Coord	HHSA	2
Emergency Med. Srvs. Admin	HHSA	2
Emergency Plan/Train Coord	HHSA	2

Appendix A – Conflict of Interest Code

POSITION TITLE	DEPT	DISCLOSURE CATEGORY
HEALTH & HUMAN SERVICES - Continued		
Health and Human Services Mgr I	HHSA	3
Health Department Program Mgr	HHSA	3
Health Program Coordinator	HHSA	3
Asst. Dir of Public Health Nursing	HHSA	6
SERVICE CENTERS		
Director, HHS Service Centers	HHSA	1
Emp & SS Division Manager	HHSA	3
Health and Human Services Mgr II	HHSA	3
ADMIN & FISCAL		
Assistant Dir, Health and Human Srv	HHSA	1
Deputy Dir, Health & Human Serv	HHSA	1
Director, Health and Human Srv	HHSA	1
Fiscal Administrative Officer	HHSA	1
Health Officer	HHSA	1
LIBRARY		
Assistant County Librarian	LIB	1
County Librarian	LIB	1
Business Services Manager	LIB	3
PROBATION		
Assistant Chief Probation Officer	PROB	1
Chief Probation Officer	PROB	1
Fiscal Administration Officer	PROB	1
Deputy Chief Probation Officer	PROB	3
Superintendent of Juvenile Detention Facility	PROB	3
PUBLIC DEFENDER		
Chief Deputy Public Defender	PD	1
Public Defender	PD	1
PUBLIC GUARDIAN/ADMINISTRATOR		
Public Guardian/Administrator	PADM	1
Assistant Public Guardian/Administrator	PADM	1
Conservatorship Officer	PADM	6
SHERIFF		
Sheriff - Coroner	SHER	1
Undersheriff-Coroner	SHER	1
Captain	SHER	3
Sheriff's Chief of Finance	SHER	3
Chief Deputy Coroner	SHER	3
Lieutenant	SHER	3
WORKFORCE INNOVATION BOARD		
Board Members	WIB	1

**CONFLICT OF INTEREST CODE
COUNTY OF YOLO COUNTY
DISCLOSURE CATEGORIES FOR DESIGNATED POSITIONS**

CATEGORY 1 All sources of income or gifts, interests in real property and investments and business positions in business entities located in or doing business in Yolo County.

CATEGORY 2 Investments and business positions in business entities, and sources of income or gifts, from providers of the types of services, supplies, materials, machinery or equipment of the type utilized by the County.

CATEGORY 3 Investments and business positions in business entities and sources of income or gifts from sources that provide services, supplies, materials, machinery or equipment of the type which are utilized by the employing department.

CATEGORY 4 Investments and business positions in business entities, interests in real property and sources of income or gifts from any source which are subject to the enforcement, regulatory, permit, or licensing authority of the department or subject to the hearing authority of the board or commission.

CATEGORY 5 Investments and business positions in business entities and sources of income or gifts which provide services, supplies, materials, machinery or equipment of the type utilized by the employing department or that engage in land development, construction of improvements, or the acquisition or sale of real property, including, any reportable interest in real property.

Investments and business positions in any business entity, or income or gift from any source, if the business entity or source of income or gift is a contractor or subcontractor engaged in the performance of work or services of the type utilized by the County.

CATEGORY 6 Investments and business positions in business entities and income from sources that are providers of health care services, including but not limited to pharmacies, physicians, mental health service providers, care facilities or other provider of services or supplies utilized by the employing department.

Investments and business positions in business entities and/or nonprofit corporations and income from sources which may be the recipient of patient referrals for the delivery of health care services or supplies.

Investments and business positions in business entities or nonprofit corporations and income from sources which are of the type which provide consultant services to any business entity or nonprofit corporation made reportable by this disclosure category.

CATEGORY 7 *Consultants shall disclose pursuant to Category 1 subject to the following limitation:

* The Chief Administrative Officer of the County may determine in writing that a particular consultant, 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 written determination shall include a description of the consultant's duties and, based upon that determination, a statement of the extent of disclosure requirements. Such determination shall be a public record and shall be retained for public inspection in the same manner and location as the conflict of interest code.



County of Yolo

Administrative Policies and Procedures Manual

TITLE: POLICY ON ACCOUNTABILITY AND AUDIT	DEPARTMENT: COUNTY ADMINISTRATOR; COUNTY AUDITOR-CONTROLLER
TYPE: POLICY	DATE: SEPTEMBER 24, 2013

A. PURPOSE

This policy provides assurance of accountability in Yolo County government and supports the strategic goal of providing fiscally sound, dynamic and responsive services.

B. APPLICABILITY

This policy applies to all County departments and all programs and activities that are under the direct control of the Board of Supervisors or any county officials.

The Board of Supervisors may direct that these standards also apply to certain other entities outside of the Yolo County government which are included as component units of the County for financial reporting purposes.

According to the Government Accounting Standards Board's *Concepts Statement No. 1*, "accountability requires governments to answer to the citizenry – to justify the raising of public resources and the purposes for which they are used. Governmental accountability is based on the premise that the citizenry has the right to know, a right to receive openly declared facts that may lead to public debate by the citizens and their elected representatives"

C. POLICY

1. LEVEL OF FINANCIAL ACCOUNTABILITY

- a. All county officials and staff should strive to maintain the highest level of financial accountability expected by the public or any major stakeholder group.
- b. The level of financial accountability is measured by the extent to which:
 - 1) Goals are achieved efficiently, in compliance with laws and regulations, as demonstrated by performance measures.
 - 2) Decisions on all financial matters are transparent to all parties concerned.
 - 3) Meaningful results are reported to the appropriate stakeholders.
 - 4) Public value is recognized.
- c. Accountability should pervade all echelons of the county organizational structure.

2. ACCOUNTING

- a. All financial transactions must be recorded, categorized and summarized in accounting ledgers in accordance with generally accepted governmental accounting principles (Government GAAP) and other principles prescribed by funding and regulatory agencies, such as the California State Controller.

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- b. Government GAAP includes:
 - 1) Statements and interpretations issued by the Government Accounting Standard Board
 - 2) Guidance from the American Institute of Certified Public Accountants (AICPA)
 - 3) Guidance and publications issued by the Government Finance Officers Association (GFOA), such as *Government Accounting, Auditing, and Financial Reporting*, also known as The Blue Book.
- c. Sufficient accounting records and analyses must be maintained to support financial decisions at all levels within the County. The audit trail and rationale for the decisions must be adequately documented for eventual public disclosure.
- d. Accounting records must be maintained in accordance with state and federal laws and regulations.

3. INTERNAL CONTROL

- a. Internal control is a process, effected by the Board of Supervisors, management, and other personnel, designed to provide reasonable assurance of financial accountability.
- b. The County Administrator, management team and Auditor-Controller are responsible for fostering adequate internal controls to achieve accountability; the Auditor-Controller shall issue and maintain *Internal Control Standards* for countywide application.
- c. Internal control standards shall conform to *Internal Control – Integrated Framework (2013)* issued by the Committee on Sponsoring Organization of the Treadway Commission (COSO), and thus should include these five components:
 - a. Control environment
 - b. Risk assessment
 - c. Control activities
 - d. Information and communication
 - e. Monitoring activities
- d. Management in each county department is responsible for maintaining sufficient internal controls to obtain reasonable assurance that the department goals are achieved efficiently and in compliance with laws. These internal controls should be at least equivalent to the *Internal Control Standards* issued by the Auditor-Controller.
- e. County internal auditors shall regularly monitor compliance with the *Internal Control Standards*, assess the risk of insufficient accountability countywide and make recommendations for improvements.

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4. FINANCIAL REPORTING

Accountability includes providing financial information that citizens and others can use to hold the county government accountable for its actions and to enlighten public discussion of all aspects of the role and activities of government, not just its financial activities. In this regard, at the minimum the following reporting should take place:

- a. Financial reports must be produced from the general ledger and submitted timely to the requesting agencies or other stakeholders.
- b. The Auditor-Controller shall prepare a comprehensive annual financial report (CAFR) of the County in accordance with generally accepted accounting principles; this report shall be available by December 31 and meet the criteria for financial reporting excellence issued by the Government Finance Officers Association (GFOA). The annual report should be submitted timely to the Board of Supervisors and to other requesting agencies and stakeholders.
- c. A popular version of the CAFR, consistent with the GFOA best practices, should be published and made available to the public.
- d. The County Administrator shall report annually to the Board of Supervisors and the citizenry on the financial and operational results achieved for each fiscal year, using financial and operational data as well as relevant performance measures. Such reports should explain variances and deviations from plans and may include reports such as annual budget variances, and annual summaries of performance from departments.
- e. All formal financial reports including county budgets, financial plans, financial statements and relevant performance reports shall be made readily available to the public.

5. AUDITING

- a. The Board of Supervisors shall cause an annual audit of the county financial statements to be made in accordance with generally accepted auditing standards.
- b. County departments shall comply with all audit requirements stipulated by all state, federal and non-government grantor agencies.
- c. The Board of Supervisors shall establish and maintain an Audit Committee in accordance with GFOA best practices to help fulfill its oversight responsibilities for the integrity of the county financial statements, for the annual independent audit and for the system of internal control.
- d. The Audit Committee responsibilities are described in a charter and include, among other things, selecting the independent auditor for the county, monitoring the scope of all audit work (internal and external audits) and facilitating the resolution of audit findings and recommendations.
- e. The Auditor-Controller shall maintain an Internal Audit unit in accordance with California Government Code section 1236 to foster and monitor financial accountability in the County.

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- f. Responsibilities and activities of the Internal Audit unit shall be established in a charter adopted by the Board of Supervisors and shall conform to the *Standards for the Professional Practice of Internal Auditing* promulgated by the Institute of Internal Auditors.