



# **Request for Approval**

## **America's Job Center of California<sup>SM</sup>**

### **Operator**

**Local Workforce Development Board**  
**Yolo County Workforce Innovation Board**

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**Local Workforce Development Area**  
**Yolo County**

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*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 America’s Job Center of California (AJCC) Operator, with the agreement of the Chief Elected Official (CEO) and the Governor. In order to be considered, the Local Board or administrative entity must have successfully participated in a competitive process or provide substantial documentation that they meet one of the exceptions for Noncompetitive procurement.

This application will serve as the Local Board’s or administrative entity’s request for Governor’s approval to be an AJCC Operator within a Local Workforce Development Area (Local Area) under WIOA. The application and required supporting documentation must be submitted to the California Workforce Development Board (CWDB) by **March 1, 2025**, through the following method:

**Email:** [CWDBPolicyUnit@cwdb.ca.gov](mailto:CWDBPolicyUnit@cwdb.ca.gov)  
**Subject line:** AJCC Operator 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

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Name of Local Board

25 N. Cottonwood Street

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Mailing Address

Woodland, CA 95695

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City, State, Zip

Deanna Sverdlov

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Contact Person

(530) 631-2289

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Contact Person’s Phone Number

February 28, 2025

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Date of Submission

## Request for Approval

### America's Job Center of California Operator

#### Type of Procurement

1. What type of procurement was used by the Local Board or administrative entity?  
 Competitive                       Noncompetitive
2. If Noncompetitive, did the Local Board or administrative entity offer an open, competitive procurement prior to Noncompetitive?  
 Yes                       No
3. If Noncompetitive, identify the reason(s) for using this procurement method:  
 The AJCC Operator services are only available from a single source.  
 A public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation.  
 After solicitation of a number of sources, competition was determined inadequate.

#### Documentation Requirements for Competitive Procurement

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

1. A description of the AJCC Operator.
  - a. Will the Local Board or administrative entity be the only AJCC Operator or act as a member of a consortium? If part of a consortium, include a list of the other consortium members. **N/A**
  - b. Is there more than one comprehensive AJCC in the Local Area? If so, will the Local Board or administrative entity act as the operator for all of them? If not, list which ones the Local Board will act as operator for and who will be the operator for the others.
2. Documentation of local internal controls, conflict of interest, and firewalls policies adhered to during the AJCC Operator procurement process. **N/A**
3. Documentation of the procurement process, including but not limited to, preparation of the request for proposal, public notices, receipt of bids/letter of intent, public bid/proposal meetings, evaluation, comparison, protest letters, and award notice/contract. In addition, provide a timeline that includes the date and staff name, organization, and title involved in each step of the selection process. **N/A**
4. Copy of the Local Board's or administrative entity's bid/proposal. **N/A**
5. A written description of the following operational topics.
  - a. Specify the role(s) of the Local Board or administrative entity as the AJCC Operator(s) (i.e., coordinating service providers, primary provider of services, and coordinating

activities throughout the AJCC system). If the Local Board or administrative entity is part of a consortium, provide each assigned role and the related responsibilities for each entity in the consortium. **N/A**

- b. How does this structure demonstrate the Local Board's or administrative entity's ability to successfully operate the AJCC system while also providing leadership and accountability for the entire Local Area and AJCC system? **N/A**
- c. How will this structure deliver the highest performance outcomes for the Local Area? **N/A**

### **Documentation Requirements for Noncompetitive Procurement**

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

1. A justification for whichever exemption mentioned above the Local Board or administrative entity feels they fall under in order to use Noncompetitive.
  - a. **See the response on the attached document, Exhibit A**
2. A description of the AJCC Operator.
  - a. Will the Local Board or administrative entity be the sole AJCC Operator or act as a member of a consortium? If part of a consortium, include a list of the other consortium members.
    - i. **See the response on the attached document, Exhibit A**
  - b. Is there more than one comprehensive AJCC in the Local Area? If so, will the Local Board or administrative entity act as the operator for all of them? If not, list which ones the Local Board or administrative entity will act as operator and who will be the operator for the others.
    - i. **See the response on the attached document, Exhibit A**
3. An analysis of market conditions and other factors that lead to the determination for utilizing Noncompetitive.
  - a. **See the response on the attached document, Exhibit A**
4. Copies of internal controls, conflict of interest, and firewall policies.
  - a. **See the response on the attached document, Exhibit B**
5. Provide a written description of the following operational topics:
  - a. Specify the role(s) of the Local Board or administrative entity as the AJCC Operator(s) (i.e., coordinating service providers, primary provider of services, and coordinating activities throughout the AJCC system). If the Local Board or administrative entity is part of a consortium, provide each assigned role and the related responsibilities for each entity in the consortium.

- b. How does this structure demonstrate the Local Board's or administrative entity's ability to successfully operate the AJCC system while also providing leadership for the entire Local Area and AJCC system?
  - a. **See the response on the attached document, Exhibit A**
- c. How will this structure deliver accountability and the highest performance outcomes for the Local Area?
  - a. **See the response on the attached document, Exhibit A**
- 6. Evidence that the request for approval of the Local Board or administrative entity to be an AJCC Operator through Noncompetitive was made available to the public for at least 30 days. Submit copies of comments received.
  - a. **See the response on the attached document, Exhibit C**
- 7. Views expressed by the local WIOA mandatory AJCC partner programs. Submit copies of any letters of support, disagreement, or other views received.
  - a. **See the response on the attached document, Exhibit D**
- 8. 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 its contents in a public meeting.
  - a. **See the response on the attached document, Exhibit E**

## Signature Page

By signing below, the local CEO and Local Board chair request approval from the Governor to be designated as an AJCC Operator. Each party certifies that this application submission was reviewed and demonstrates that the Local Board met all the requirements to be designated as the AJCC Operator of the Local Area 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**

**Local Chief Elected Official**

Signature

Signature

Name

Name

Title

Title

Date

Date

## Documentation Requirements for Noncompetitive Procurement

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

1. A justification for whichever exemption mentioned above the Local Board or administrative entity feels they fall under in order to use Noncompetitive.
  - a. **On January 15, 2025, Yolo County, on behalf of the WIB issued a Request for Proposal (RFP) to competitively procure the America’s Job Center of California (AJCC)/One-Stop Operator. At the time of issuance, outreach to several vendors with prior experience rendering these services was made. One response was received from the incumbent contractor before the February 19, 2025 deadline. After a review and rating of the submitted response, it was concluded that the competition was deemed inadequate.**
  
2. A description of the AJCC Operator.
  - a. Will the Local Board or administrative entity be the sole AJCC Operator or act as a member of a consortium? If part of a consortium, include a list of the other consortium members.
    - i. **The WIB will be the sole AJCC Operator and not act as a member of a consortium.**
  - b. Is there more than one comprehensive AJCC in the Local Area? If so, will the Local Board or administrative entity act as the operator for all of them? If not, list which ones the Local Board or administrative entity will act as operator and who will be the operator for the others.
    - i. **Yolo County has one comprehensive AJCC and one affiliate AJCC location. The WIB will act as the AJCC operator for both.**
  
3. An analysis of market conditions and other factors that lead to the determination for utilizing Noncompetitive.
  - i. **The competitive procurement was released through an online procurement bidding platform. In addition to regular notifications generated by the online procurement platform, the County Procurement Officer reached out via email to several vendors with prior AJCC/One-Stop Operator experience to notify them to check the online procurement website for details related to this RFP. Although extensive effort was made to conduct outreach to potential vendors, only one response was received. Upon completion of the review and rating process, the WIB concluded there was inadequate competition in the local market.**
  - ii. **In 2021 the WIB issued a competitive procurement which yielded only one response and was awarded to the incumbent AJCC/One-Stop Operator. Throughout the last four years, WIB staff have aligned to enhance oversight of the activities of the AJCC/One-Stop Operator contract, and have taken an active role in the AJCC/One-Stop Operator MOU partner quarterly meeting activities, provided significant oversight**

**to the certification process of the comprehensive and affiliate AJCC's, and have made recommendations and identifying the achievements of areas where continuous improvement has been made.**

- iii. The WIB has extensive institutional knowledge and experience in overseeing workforce development initiatives, making it uniquely positioned to efficiently manage the AJCC/One-Stop Operator role. By leveraging its existing relationships with key stakeholders, WIB can ensure continuity in service delivery, reduce transition disruptions, and maintain compliance with federal and state workforce regulations.**
- iv. The WIB values streamlined services, elimination of duplicative efforts, and reduction in costs. With these values in mind, the WIB is seeking approval to operate as the AJCC/One-Stop Operator for the next four years.**

5. Provide a written description of the following operational topics:

- a. Specify the role(s) of the Local Board or administrative entity as the AJCC Operator(s) (i.e., coordinating service providers, primary provider of services, and coordinating activities throughout the AJCC system). If the Local Board or administrative entity is part of a consortium, provide each assigned role and the related responsibilities for each entity in the consortium.

- a. As the AJCC Operator, the WIB will oversee service delivery coordination by delegating certain tasks to Yolo County Health and Human Services Agency, the administrative entity for the Yolo County WIB.**

- i. Ensure One-Stop Certification compliance per WIOA Section 121(g) and Workforce Services Directive 23-05.**
    - ii. Convene workforce leadership meetings to align systems and services, improve processes, and enhance collaboration, including evaluating the interagency referral process with a focus on customer satisfaction.**
    - iii. Maintain strategic planning records, attendance, and partner contact lists.**
    - iv. Facilitate professional development and cross-training for partner staff and WIB members.**
    - v. Evaluate and make recommendations on the physical and programmatic accessibility of the AJCC.**
    - vi. Foster dialogue among stakeholders to align efforts, eliminate duplication, promote resource sharing, and support individuals facing employment barriers.**
    - vii. Onboard and re-engage partners through facilitation, networking, and advocacy.**



**WIB to ensure adequate oversight of these activities. Oversight of program provider performance will continue and will not be impacted by the AJCC/One-Stop Operator activities. The internal performance of these activities will likely result in further identified resources and best practices that enhance the overall partnerships within the AJCC MOU Partnership system of services.**

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

**Bulletin Name:** WIOA Separation of Duties  
**Effective Date:** September 8, 2021  
**1st Revision Date:** March 12, 2025  
**Issue Date:** September 8, 2021

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**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).

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**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 20 CFR 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.

WIB staff drafted Policy Bulletin 21-5 Revision 1 to correct an omission regarding noncompetitive procurement processes in the selection of AJCC Operators. This revision corrects that omission. The WIB recommended approval of the revision on March 12, 2025.

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

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**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 (HHS) is the location for AJCC and administers WIOA Title I programs. HHS 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. HHS 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

In general, the AJCC Operator is determined by a competitive procurement process every 4 years. Uniform Guidance Section 200.320 (c) allows for noncompetitive procurement processes. The AJCC Operator may be selected using a noncompetitive process compliant with federal, state and local requirements. If a noncompetitive procurement method is used, WIB staff on behalf of the WIB may submit an application to serve as the AJCC Operator. The AJCC Operator reports to the WIB Executive Committee. The HSA 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 participating 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

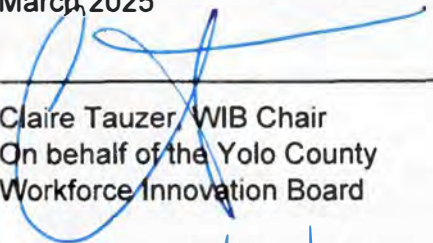
intake, orientations, initial assessments, employment services, and referrals to other partners and services.


- 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.
- HHSa 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 12<sup>th</sup> day of March, 2025

  
\_\_\_\_\_  
Claire Tauzer, WIB Chair  
On behalf of the Yolo County  
Workforce Innovation Board

  
\_\_\_\_\_  
Deanna Sverdlov, ESS Manager  
On behalf of the Yolo County  
Health and Human Services Agency

Date: 4/23/25

Date: 4/23/25

October 14, 2022

BY Julie Dachtler  
DEPUTY CLERK OF THE BOARD

**RESOLUTION NO. 22-126**

**RESOLUTION OF THE YOLO COUNTY BOARD OF SUPERVISORS REVISING THE YOLO COUNTY WORKFORCE INNOVATION BOARD BYLAWS**

**WHEREAS**, the Workforce Innovation and Opportunity Act (“WIOA”) of 2014, public Law 113-128, signed into law on July 22, 2014, and effective July 1, 2015, superseded the Workforce Investment Act (“WIA”); and

**WHEREAS**, on March 27, 2015, the Board of Supervisors of the County of Yolo adopted Resolution No. 15-28, which provided for, among other things, the establishment of the Yolo County Workforce Development Area; and

**WHEREAS**, on December 15, 2015, the Board of Supervisors of the County of Yolo adopted Resolution No. 15-146, which provided for, among other things, the establishment of the Yolo County workforce development board known as the Workforce Innovation Board (“WIB”) and adoption of the Yolo County Workforce Innovation Board Bylaws; and

**WHEREAS**, the Yolo County Workforce Innovation Board Bylaws are being revised to clarify alternate requirements and update other provisions as required by statute, regulation and County policy and procedures.

**NOW, THEREFORE IT IS HEREBY RESOLVED, ORDERED, AND FOUND** by the Board of Supervisors of the County of Yolo as follows:

1. The foregoing recitals are true and correct.
2. The Bylaws for the Yolo County Workforce Innovation Board are hereby revised as reflected in Exhibit A to this Resolution.

**PASSED AND ADOPTED** by the Yolo County Board of Supervisors this 27th day of September, 2022 by the following vote:

**AYES: Villegas, Saylor, Sandy, Provenza, Barajas.**  
**NOES: None.**  
**ABSENT: None.**  
**ABSTENTION: None.**

Angel Barajas  
 Angel Barajas, Chair  
 Yolo County Board of Supervisors

Attest:  
 Julie Dachtler, Senior Deputy Clerk  
 Yolo County Board of Supervisors

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

By: Julie Dachtler  
 Deputy (Seal)

By: Hope P. Welton  
 Hope P. Welton, Senior Deputy

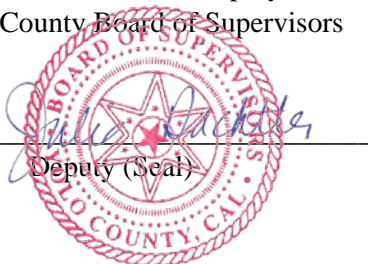


EXHIBIT “A”

YOLO COUNTY WORKFORCE INNOVATION BOARD BYLAWS

1. Created.

The State of California, pursuant to the Federal Workforce Innovation and Opportunity Act of 2014 (WIOA), under section 107(c)(4)(B)(i), has designated the Yolo County Workforce Innovation Board (WIB) as the entity responsible for the direction and oversight of employment and training programs for the WIOA Title I funded programs at the local level. Federal and State rules and regulations provide for program activities and require the Yolo County Board of Supervisors, as Chief Local Elected Officials, for the Yolo County Workforce Development Area to appoint a local workforce development board, locally known as the WIB.

The Yolo County Board of Supervisors has established a policy to address expectations of advisory bodies in the County of Yolo Administrative Policies and Procedures Manual, Advisory Board, Commissions, Committees and Councils, dated July 21, 2020. Requirements imposed by this policy in these By-laws shall be denoted in *italics*. Sections marked with an asterisk (\*) may be in conflict with the above mentioned County Policy and are denoted to indicate express permission for alternative policies and/or procedures as outlined below. These By-laws supersede any conflict of the above mentioned County Policy.

*The WIB shall be considered a Permanent Committee.*

2. Duties and Responsibilities.

The WIB shall have the following duties and responsibilities, specified as functions in Section 107(d) of WIOA, subject to the approval of the Yolo County Board of Supervisors:

a) Develop a 4-year local plan for the local area to be approved by the Yolo County Board of Supervisors and submitted to the Governor of California and collaborate with other local boards in the planning region in the preparation and submission of a regional plan.

b) Conduct regular workforce research and regional labor market analysis, including input from a wide array of stakeholders, review of economic conditions to assist employers and educators to identify skill and employment needs of the workforce as well as for the WIB to carry out its functions.

c) Convene, broker and leverage stakeholders to assist in the development of the local plan and identify non-Federal expertise and resources to leverage support for the workforce development activities.

d) Lead efforts to engage with a diverse range of employers and entities in the region and local area with the goal of promoting business representation, developing linkages to support workforce activities, coordinating needs of employers in the region, while expanding workforce development opportunities for participants.

e) Lead efforts in the local area to develop and implement career pathways within the local area by aligning the employment, training, education, and supportive services that are needed by adults and youth, particularly individuals with barriers to employment.

f) Lead efforts in the local area to identify and disseminate information on proven and promising strategies and initiatives for meeting the needs of employers and workers and jobseekers (including individuals with barriers to employment) in the local workforce development system, including providing physical and programmatic accessibility, in accordance with § 678.800 and section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990, to the one-stop delivery system.

g) Develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, and workers and jobseekers.

h) Conduct oversight of program, fiscal and overall one-stop delivery system activities in partnership with the Yolo County Board of Supervisors.

i) Negotiate and reach agreement on local performance accountability measures in partnership with the Yolo County Board of Supervisors and the Governor.

j) When applicable, negotiate with mandated partners on infrastructure costs of the one-stop centers in the local area, or notify the Governor if an agreement is unable to be reached.

k) Select operators and providers with the approval of the Yolo County Board of Supervisors.

l) Work with the State to ensure there is a sufficient quantity and variety of training services serving the local area, maximizing the options for consumers and providing opportunities for competitive and integrated employment for individuals with disabilities.

m) Coordinate activities with education and training providers in the local area, including, but not limited to:

- Reviewing applications to provide adult education and literacy activities under WIOA title II for the local area to determine whether such applications are consistent with the local plan;
- Making recommendations to the eligible agency to promote alignment with such plan; and
- Replicating and implementing cooperative agreements to enhance the provision of services to individuals with disabilities and other individuals,

such as cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination;

n) Develop a budget subject to the approval of the Yolo County Board of Supervisors for the activities of the local board in the local area, consistent with the local plan and duties of the local board.

o) Assess the physical and programmatic accessibility of the one-stop centers annually in accordance with applicable nondiscrimination provisions under Title I of the WIOA and the Americans with Disabilities Act.

p) Certification of one-stop centers.

3. Membership: Composition.

Membership of the WIB shall be appointed by and serve at the discretion of the Yolo County Board of Supervisors, as the governing body of the local workforce development area, and met all requirements of Section 107(b)(2) of WIOA, including, but not limited to:

a) Business Representatives. At least the majority (51%) of the WIB membership must be representatives of business in the local area, who:

- (i) Are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority;
- (ii) Represent businesses, including small businesses, or organizations representing businesses described in this clause, that provide employment opportunities that, at a minimum, include high quality, work-relevant training and development in in-demand industry sectors or occupations in the local area; and
- (iii) Are appointed from among individuals nominated by local business organizations and business trade associations.

b) Workforce/Labor Representatives. Not less than 20% of the WIB membership must be from the workforce of the local area, of which 15% must be from labor organizations. Workforce/labor membership must be representatives in the local area, who:

- (i) Shall include representative of labor organizations (for a local area in which employees are represented by labor organizations), who have been nominated by local labor federations, or (for a local area in which no employees are represented by such organization) other representatives of employees;
- (ii) Shall include a representative, who shall be a member of a labor organization or a training director, from a joint labor–management apprenticeship program, or

- if no such joint program exists in the area, such a representative of an apprenticeship program in the area, if such a program exists;
- (iii) May include representatives of community based organizations that have demonstrated experience and expertise in addressing the employment needs of individual with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities; and
- (iv) May include representatives of organizations that have demonstrated experience in addressing the employment, training, or education needs of eligible youth, including representatives of organization that serve out-of-school youth.

c) Adult Education and Literacy Representatives. The WIB shall include representatives of entities administering education and training activities in the local area, who:

- (i) Shall include a representative of eligible providers administering adult education and literacy activities under title II;
- (ii) Shall include a representative of institutions of higher education providing workforce investment activities (including community colleges);
- (iii) May include representatives of local educational agencies, and of community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment.

d) Governmental, Economic and Community Development Representatives. WIB membership shall include representatives of governmental and economic and community development entities serving the local area, who:

- (i) Shall include a representative of economic and community development entities;
- (ii) Shall include an appropriate representative from the State employment services office under the Wagner-Peyser Act (29 U.S.C. 49 et seq.) serving the local area;
- (iii) Shall include an appropriate representative of the programs carried out under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.) other than section 112 or part C of that title (29 U.S.C. 732, 741), serving the local area;
- (iv) May include representatives of agencies or entities administering programs serving the local area relating to transportation, housing, and public assistance; and
- (v) May include representatives of philanthropic organizations serving the local area; and

e) The WIB may include such other individuals or representatives of entities as the chief elected official in the local area may determine to be appropriate.

f) Members shall, to the extent possible, have optimum policy making or hiring authority within their organizations, agencies or entities.

*g) Members are rotating, on the WIB for a specified term of office and appointed by name by the County Board of Supervisors.*

6. Membership: *Nomination and Appointment.*

*\*The Yolo County Board of Supervisors, other WIB members appointed by the Yolo County Board of Supervisors, employees of Yolo County, and other workforce service partners may make a nomination for membership on the WIB.*

The Yolo County Board of Supervisors shall make all appointments to the WIB after considering recommendations by the WIB and other interested parties.

7. Membership: *Expectation.*

a) Regularly attend meetings of the WIB and/or WIB committee to which they are appointed.

b) Be prepared for meetings by staying informed about board matters and reviewing materials sent in advance of the meetings.

c) Accept committee assignments or other tasks in a cooperative spirit.

d) Keep the WIB informed of the status and progress of their relevant activities as a WIB member.

e) Maintain a professional and business-like approach to all WIB matters.

f) Recuse themselves from influencing, voting or otherwise participating in any WIB decisions in which they have a conflict of interest.

g) Represent the WIB as authorized, in the local community, before bodies of elected and appointed officials, and in the media.

h) Refrain from intervening directly in the administrative implementation (application) of the WIB's and County's policies.

i) Participate in strategic and/or business planning sessions.

j) Make timely updates of member information records.

k) Desire to make a positive contribution to the region's economy by helping shape a workforce development system that meets the needs of employers and job seekers.

8. Membership: *Terms of Office.*

a) The term of office for each WIB member is four (4) years from the date of appointment by the Board of Supervisors.

*\*b) Members may serve more than two (2) consecutive terms without a one (1) year break in service but must reapply for membership at the time the term of membership ends.*

b) Members who are no longer actively involved in the work of his/her membership category within the County of Yolo shall be required to resign from his/her WIB seat.

c) Members shall immediately inform the WIB of a change in employer or employment status, or other change in membership category, at which time it shall be determined if the member is eligible to continue serving on the WIB.

*\*d.) Members of the WIB shall represent a membership category which conducts business, administers education and training, represents or serves in the local area of Yolo County. WIB members are not required to be residents of Yolo County.*

*\*e.) Individuals filling a vacant membership category shall have a new term date established that begins upon the date of appointment by the Yolo County Board of Supervisors and ends four (4) years from that date.*

f.) Officer (Chair, Vice Chair and/or Second Vice Chair) vacancies created due to the resignation shall be filled by members of the WIB for the remaining, unexpired portion of the officer's term in the position. The Executive Committee shall approve the WIB member filling the vacancy created by the resignation of the Chair, Vice Chair and/or Second Vice Chair. Members of the WIB who fill a vacancy of a former officer will not have the term of service count toward the biennial election terms, as outlined in section 10. Officers.

9. Membership: Absence and Termination.

a) The term of office of a WIB member who has three consecutive unexcused absences from the regular meetings of the WIB and/or WIB committee meetings may be terminated by the Board of Supervisors upon the recommendation of the WIB Chair.. Unexcused absence is defined as failing to provide advance notice of the member's inability to attend the meeting. Members who provide advance notice of their inability to attend a meeting shall be noted as an excused absence. The WIB Chair shall only recommend removal of a WIB member upon a majority vote of the WIB. Upon adoption of such a recommendation, the WIB Chair shall forward the recommendation to the Board of Supervisors. The vacancy thereby created shall be filled by appointment in the same manner as the member being replaced.

b) Recommendations of removal from a WIB Committee shall not automatically remove the member from the WIB membership. Upon determination of the WIB Committee, the vacancy created by the WIB member shall be back-filled by another member of the WIB.

*c) Resignation of WIB members shall be submitted to the Clerk of the Yolo County Board*

(d) Membership: Designation of a Alternate

At the first meeting of each fiscal year, WIB members may designate a alternate to cast votes on their behalf in their absence. The alternate from the business membership category shall be from the same organization, agency or entity as the member and have optimum policy making hiring authority within that organization, agency or entity. For organizations, agencies or entities other than business, designated alternates must have demonstrated experience and expertise in addition to optimum policy making authority for the WIB members' membership category. Changes may be made to the alternate designation at any other time throughout the year. Alternates shall complete an application to be reviewed and recommended for appointment by the WIB and subsequent appointment shall be made by the County Board of Supervisors prior to the meeting at which the alternate is intended to cast a vote on behalf of an absent WIB Member. All alternates shall self-certify, in writing, their compliance with 20 CFR 679.320 prior to casting any vote. If the WIB member and alternate are present for a meeting of the WIB and its committees or workgroups, the WIB member will vote.

Attendance of an alternate shall not constitute as an absence of the WIB member.

Attendance by an alternate shall count the same as the WIB member actually attending for quorum purposes and attendance tracking purposes. Alternates shall attend no more than three (3) consecutive meetings without first receiving written permission of the Chair of WIB and WIB staff. Such requests shall include information as to why a long-term Alternate is required. Alternates are not intended to fill the roll of the appointed member. Should the appointed WIB member be unable to fulfill their role on the WIB, a standing committee or ad hoc workgroup they should contact the Chair of WIB and WIB staff.

10. Officers.

At least biennially the members shall elect a Chair, Vice- Chair, Second Vice-Chair, and such other officers as the WIB may deem necessary. An officer's term is two (2) years from the date of election and, in general, an officer shall serve no more than one (1) term in a particular officer position. However, the officer may serve an additional term in the same officer position so long as the WIB has conducted an election.

11. Officers: Chair.

a) The Chair shall be elected from among local business representatives:

b) The duties of the Chair are to:

- (i) Preside at all meetings of the WIB;
- (ii) Represent the WIB at public functions whenever the occasion demands;
- (iii) Call special meetings with appropriate advance notification to all members;
- (iv) Establish the agenda for each WIB meeting in partnership with the WIB staff;

- (v) Execute necessary documents on behalf of the WIB; and
- (vi) Act as the official representative of the WIB.
- (vii) The Chair shall also serve as the Chair of the Executive Committee.
- (viii) If the Chair position becomes vacant prior to the expiration of the term of office, the Vice-Chair shall succeed as Chair for the remainder of the term of office, and the WIB shall elect another of its local business members to succeed the Vice-Chair for the remainder of that term of office.

12. Officers: Vice-Chair.

- a) The Vice-Chair shall be elected from among local business representatives:
- b) The duties of the Vice-Chair are to:
  - (i) Assume all the powers and duties of the Chair in the absence of the Chair.
  - (ii) Serve as a member of the Executive Committee.
  - (iii) If the Vice-Chair position becomes vacant prior to the expiration of the term of office, the WIB shall elect another of its local business members to succeed the Vice-Chair for the remainder of that term of office.

13. Officers: Second Vice-Chair.

- a) The Second Vice-Chair shall be elected from among the Workforce/Labor representatives:
- b) The duties of the Second Vice-Chair are to:
  - (i) Serve as a member of the Executive Committee.
  - (ii) If the Second Vice-Chair becomes vacant prior to the remainder of the term of office, the WIB shall elect another of its workforce/labor members to succeed the Second Vice-Chair for the remainder of that term of office.

14. Executive Committee.

- a) There shall be a steering committee of the WIB called the Executive Committee.
- b) The Executive Committee shall consist of, at a minimum, the WIB Chair, Vice Chair, and Second Vice-Chair.
- c) The Executive Committee shall be chaired by the WIB Chair.
- d) The Executive Committee may appoint other WIB members from among the Adult Education/ Literacy, Vocational Rehabilitation, Higher Education, Wagner-Peyser, Economic Development, Labor, and/or Business representatives, provided that the total Executive Committee membership shall be less than a majority of the full WIB membership.
- e) The Executive Committee may make such recommendations to the WIB as it deems

necessary and appropriate.

f) The Executive Committee may act on behalf of the entire WIB in those situations where immediate action is required to address WIB business and there is insufficient time for such action to be taken at the next regularly scheduled WIB meeting or where delay would be detrimental to the local workforce development system, subject to the following:

- (i) A majority of the members of the Executive Committee shall constitute a quorum of the Executive Committee for action to be taken pursuant to this subsection.
- (ii) A majority vote of those present and constituting a quorum shall be required for any action by the Executive Committee pursuant to this subsection.
- (iii) Such meetings shall be subject to the provisions of the Ralph M. Brown Act.
- (iv) Notification of such a meeting shall be sent to all WIB members, who may attend and whose views will be taken into consideration before the Executive Committee may take action on an item.
- (v) Approval of expenditures may be made only when there is a need for immediate action, and shall not exceed a total of \$5,000 per occurrence.
- (vi) Any action by the Executive Committee pursuant to this subsection shall include a notation that it is subject to review, and ratification or rejection, by the entire WIB at its next regular or special meeting.
- (vii) The Executive Committee will provide written notice of any such action taken at the next regularly scheduled meeting of the full WIB.
- (viii) Any such action will be brought to the WIB for consideration at its next regular or special meeting. The WIB shall either ratify or disapprove the Executive Committee's action pursuant to this subsection. If the WIB ratifies the Executive Committee's action, such action may be considered to have been approved by the WIB as of the date of the Executive Committee's action and shall be in full force and effect. If the WIB disapproves the Executive Committee's action, such action shall be considered null and void, and of no force or effect.

15. Standing Committees.

- a) Standing committees may be established to provide information and assist in carrying out WIB responsibilities under WIOA sec. 107.
- b) Standing committees must be chaired by a member of the Executive Committee, may include other members of the WIB, and must include other individuals appointed by the WIB who are not members of the WIB but who have demonstrated experience and expertise in accordance with § 679.340(b) and as determined by the WIB.
- c) Standing committees may include each of the following:
  - (i) A standing committee to provide information and assist with operational and other issues relating to the one-stop delivery system, which may include representatives of the one-stop partners.

- (ii) A standing committee to provide information and to assist with planning, operational, and other issues relating to the provision of services to youth, which must include community-based organizations with a demonstrated record of success in serving eligible youth.
    - (iii) A standing committee to provide information and to assist with operational and other issues relating to the provision of services to individuals with disabilities, including issues relating to compliance with WIOA sec. 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) regarding providing programmatic and physical access to the services, programs, and activities of the one-stop delivery system, as well as appropriate training for staff on providing supports for or accommodations to, and finding employment opportunities for, individuals with disabilities.
  - d) The WIB may designate other standing committees in addition to those specified in paragraph (c) of this section.
  - e) The WIB may designate an entity in existence as of the date of the enactment of WIOA, such as an effective youth council, to serve as a standing committee as long as the entity meets the requirements of WIOA sec. 107(b)(4).
16. Ad hoc workgroups.
- a) The Executive Committee of the WIB may appoint ad hoc workgroups as it deems appropriate and necessary for the fulfillment of its duties and responsibilities to make recommendations in connection with any subject pertaining to the matters within the jurisdiction of the WIB.
  - b) Such ad hoc workgroups shall be chaired by a member of the Executive Committee.
  - c) Ad hoc workgroups may include other WIB members as long as the total number of WIB members is less than the number that constitutes a WIB quorum.
  - d) Ad hoc workgroups may include Executive Committee members as long as the total number of Executive Committee members is less than the number that constitutes an Executive Committee quorum.
17. Recommendations.
- Recommendations of the WIB shall be submitted to the Director of the Yolo County Health and Human Services Agency (HHS) or her/his designee, Employment Development Department, California Workforce Development Board, and/or the Yolo County Board of Supervisors, as appropriate.
18. Meetings: Date.

a) Meetings of the WIB shall be held bi-monthly (January, March, May, July, September, and November) on a regular date set by the WIB at the HHSA, at such other facility, teleconference, webinar, and/or other web-based meeting tools as determined by County Staff.

b) Meetings of the Executive Committee of the WIB shall be held bi-monthly (February, April, June, August, October, and December) on a regular date set by the Executive Committee at the HHSA, at such other facility teleconference, webinar, and/or other web-based meeting tools as determined by County Staff.

c) Either the Chair or a majority of the appointed members may call special meetings as necessary.

19. Meetings: Quorum.

a) A minimum of one more than one-half (1/2) of the currently appointed members of the WIB shall constitute a quorum for the transaction of business.

b) A minimum of one more than one-half (1/2) of the currently appointed members of the Executive Committee of the WIB shall constitute a quorum for the transaction of business.

c) A majority of the votes of the members present and voting on any issue shall be required for any action.

20. Meetings: Conduct.

a) Meeting shall be conducted by the Chair.

(i) The Chair shall recognize every motion made by a member, or call for a motion, should a request come from outside the membership.

(ii) A lack of a second shall cause the motion to fail.

(iii) A vote shall be taken if there is a second and a quorum as required herein.

(iv) A motion shall pass if it is approved by a majority of the members who are present, provided that the necessary quorum and notice requirements are met.

(v) Any motion not receiving a second or failing to receive a majority vote shall be noted in the minutes as having failed to pass.

(vi) By proper motion, any defeated motion may be placed on a future agenda for new motions and presentation of further information.

(vii) There shall be no absentee voting. A member or alternate must be present during the meeting.

(viii) A member shall recuse themselves on matters where there is a conflict of interest, where the member has a direct or pecuniary interest, not common to other members or the WIB. To recuse oneself, the members shall remove themselves from the meeting space until the discussion has concluded and shall not vote on the matter. The remaining members shall vote on the matter.

The matter shall only be passed if a majority of the remaining members present vote in favor of the matter, and a quorum of the members is maintained.

- (ix) A member shall abstain if he or she chooses not to vote for or against an issue. If a member is present during the roll call vote of the matter and the member fails to respond for or against the issue, the failure to respond shall be noted as a member abstaining from the vote on the item. The matter shall only be passed if the number of voting members is at least a majority of the quorum present.
- (x) A member or alternate shall declare a conflict of interest and shall recuse themselves from voting on any motion or consideration that (a) has direct bearing on services to be provided by the member or alternate, or any organization with which that member or alternate is associated, (b) if the spouse or minor child of a member or alternate is an employee, administrator, board member, or likely to garner personal gain from the motion or issue under consideration or (c) would otherwise be the basis for a conflict of interest, as outlined in these Bylaws in Section 23.
- (xi) All meetings of the WIB and Executive Committee of the WIB may utilize technologies to promote greater participation among its members. Such technologies may include, but are not limited to, teleconference, webinar, and/or other web-based meeting tools. All meetings of the WIB and Executive Committee of the WIB shall have a posted agenda, and be open to the public. The use of such technologies may be used to ensure members actively participate in meetings, consistent with the requirements of the Ralph M. Brown Act (the Brown Act), California Government Code section 54950—54963.

21. Meetings: Minutes.

a) The Director of the HHSA or her/his designee shall designate a staff member to serve as secretary to the WIB, Executive Committee, and Standing Committees.

*b) At a minimum, minutes shall include a record of members present (or alternate as necessary) or absent, formal actions or votes taken.*

*c) The staff of the WIB shall file a copy of all minutes with the Clerk of the Board of Supervisors.*

22. Staff.

The WIB will receive professional, financial, technical and clerical staff support from the HHSA. The Director of the HHSA or her/his designee shall act as a County Liaison to the WIB.

Staff of the WIB are responsible for duties related to oversight and monitoring of subrecipients as well as assisting the WIB with carrying out its duties.

The HHSA shall also serve as the fiscal agent for 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.

23. Conflict of Interest.  
No member or alternate of the WIB shall vote on any matter before the WIB if he or she has a legal conflict of interest. A legal conflict of interest means a conflict as defined by applicable statutory and case law. Any possible legal conflict of interest on the part of a member shall be declared before discussion commences on the agenda item in question. If it is unclear whether a member or alternate has a legal conflict of interest the question shall be referred to County Counsel for determination of whether the member or alternate has a legal conflict of interest, and if so, to what extent the member or alternate may participate, if at all, in the discussion and voting on the agenda item.
24. Economic Interest.  
Each member and alternate of the WIB shall file a Statement of Economic Interest promulgated by the Fair Political Practices Commission as a condition of assuming membership, annually while serving as a member or alternate, and upon leaving membership of the WIB, in compliance with applicable law.
25. Severability.  
If any part of these Bylaws is held to be null and/or void, the validity of the remaining portion of the Bylaws shall not be affected.
26. Enactment.  
These Bylaws shall become effective upon adoption by a majority vote of the WIB and approval of the County Board of Supervisors, and shall remain in effect until dissolution of the WIB.

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

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#### **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.

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#### **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

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**Attachments**

Att. A. Resolution

Att. B. Appendices

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**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

Exhibit B  
**Appendix A - Conflict of Interest Code**

POSITION TITLE	DEPT	DISCLOSURE CATEGORY
<b>AGRICULTURE</b>		
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
<b>BOARD OF SUPERVISORS</b>		
Supervisor's Deputy	BOS	1
Assistant Supervisor's Deputy	BOS	1
Clerk of the Board of Supervisors	BOS	2
<b>CHILD SUPPORT SERVICES</b>		
Director of Child Support Services	CSS	1
Child Support Attorney IV,V	CSS	4
Child Support Program Manager	CSS	4
<b>CLERK-RECORDER/ASSESSOR/ELECTIONS</b>		
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
<b>COMMUNITY SERVICES</b>		
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

<b>POSITION TITLE</b>		
<b>COMMUNITY SERVICES - Continued</b>		
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
<b>COUNTY ADMINISTRATOR</b>		
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
<b>COUNTY COUNSEL</b>		
Assistant County Counsel	CC	1
Senior Deputy County Counsel	CC	1
Deputy County Counsel I/II/III	CC	1
<b>DEPARTMENT OF FINANCIAL SERVICES</b>		
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
<b>DISTRICT ATTORNEY</b>		
Chief Fiscal Admin Officer	DA	1
Chief Deputy District Attorney	DA	1

Exhibit B  
**Appendix A – Conflict of Interest Code**

<b>POSITION TITLE</b>	<b>DEPT</b>	<b>DISCLOSURE CATEGORY</b>
<b>DISTRICT ATTORNEY - Continued</b>		
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
<b>GENERAL SERVICES</b>		
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
<b>HEALTH &amp; HUMAN SERVICES</b>		
<b>ADMIN &amp; FISCAL</b>		
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
<b>ADULT &amp; AGING</b>		
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
<b>CHILD, YOUTH &amp; FAMILY</b>		
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
<b>COMMUNITY HEALTH</b>		
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

Exhibit B  
**Appendix A – Conflict of Interest Code**

<b>POSITION TITLE</b>	<b>DEPT</b>	<b>DISCLOSURE CATEGORY</b>
<b>HEALTH &amp; HUMAN SERVICES - Continued</b>		
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
<b>SERVICE CENTERS</b>		
Director, HHS Service Centers	HHSA	1
Emp & SS Division Manager	HHSA	3
Health and Human Services Mgr II	HHSA	3
<b>ADMIN &amp; FISCAL</b>		
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
<b>LIBRARY</b>		
Assistant County Librarian	LIB	1
County Librarian	LIB	1
Business Services Manager	LIB	3
<b>PROBATION</b>		
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
<b>PUBLIC DEFENDER</b>		
Chief Deputy Public Defender	PD	1
Public Defender	PD	1
<b>PUBLIC GUARDIAN/ADMINISTRATOR</b>		
Public Guardian/Administrator	PADM	1
Assistant Public Guardian/Administrator	PADM	1
Conservatorship Officer	PADM	6
<b>SHERIFF</b>		
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
<b>WORKFORCE INNOVATION BOARD</b>		
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.



Exhibit B

## County of Yolo

# Administrative Policies and Procedures Manual

TITLE: POLICY ON ACCOUNTABILITY AND AUDIT	DEPARTMENT: COUNTY ADMINISTRATOR; COUNTY AUDITOR-CONTROLLER
TYPE: <b>POLICY</b>	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.

## County of Yolo

# Administrative Policies and Procedures Manual

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

- 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.

## County of Yolo

# Administrative Policies and Procedures Manual

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

#### 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.

# County of Yolo

## Administrative Policies and Procedures Manual

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

- 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.

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

**Bulletin Name:** WIOA Separation of Duties  
**Effective Date:** September 8, 2021  
**1st Revision Date:** March 12, 2025  
**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).

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**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 20 CFR 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.

WIB staff drafted Policy Bulletin 21-5 Revision 1 to correct an omission regarding noncompetitive procurement processes in the selection of AJCC Operators. This revision corrects that omission. The WIB recommended approval of the revision on March 12, 2025.

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

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## 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 (HHS) is the location for AJCC and administers WIOA Title I programs. HHS 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. HHS 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

In general, the AJCC Operator is determined by a competitive procurement process every 4 years. Uniform Guidance Section 200.320 (c) allows for noncompetitive procurement processes. The AJCC Operator may be selected using a noncompetitive process compliant with federal, state and local requirements. If a noncompetitive procurement method is used, WIB staff on behalf of the WIB may submit an application to serve as the AJCC Operator. The AJCC Operator reports to the WIB Executive Committee. The HSA 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 participating 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

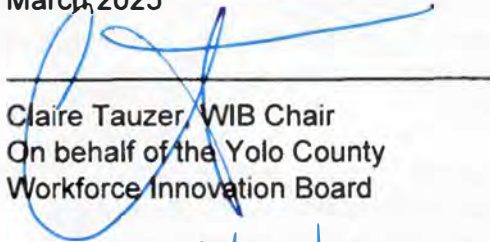
intake, orientations, initial assessments, employment services, and referrals to other partners and services.


- 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.

- HHS 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 12<sup>th</sup> day of March, 2025

  
\_\_\_\_\_  
Claire Tauzer, WIB Chair  
On behalf of the Yolo County  
Workforce Innovation Board

  
\_\_\_\_\_  
Deanna Sverdlov, ESS Manager  
On behalf of the Yolo County  
Health and Human Services Agency

Date: 4/23/25

Date: 4/23/25

Exhibit C



# Yolo County Workforce Innovation Board

*A proud partner of America's Job Center of California<sup>SM</sup> 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

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## **NOTICE OF 30 DAY PUBLIC COMMENT PERIOD**

### ***Yolo County Request for Approval America's Job Center of California Operator***

Per the direction provided in WSD22-13, the Request for Approval to be the America's Job Center of California Operator must be made available for a 30-day comment period.

The application is available for review and public comment via the YoloWorks! website [www.yoloworks.org](http://www.yoloworks.org) under the Workforce Board Icon.

Comments may be submitted to [YoloWIB@yolocounty.gov](mailto:YoloWIB@yolocounty.gov)

Members of the public, including required partners and community organizations, are encouraged to submit comments and express their views during the public notice period beginning on March 1, 2025 and running through March 31, 2025.

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## Select a Document Group / Category

**Document Group:**

**Document Category:**

Doc ID	Display Order	Title	Category	Published	Last Update	Preview
<a href="#">5485</a>	<a href="#">99</a>	<a href="#">Notice of 30 Day Public Comment (AJCC Operator Application)</a>	Menu Two	Yes	<a href="#">02/28/2025 4:55:03 PM</a>	
<a href="#">5484</a>	<a href="#">100</a>	<a href="#">Request for Approval AJCC Operator (Public Comment)</a>	Menu Two	Yes	<a href="#">02/28/2025 4:27:05 PM</a>	
<a href="#">5482</a>	<a href="#">101</a>	<a href="#">Draft Local Plan (Public Comment)</a>	Menu Two	Yes	<a href="#">02/28/2025 4:01:58 PM</a>	
<a href="#">5129</a>	<a href="#">102</a>	<a href="#">AJCC/One-Stop Operator Competitive Solicitation (Closes 2/19/2025)</a>	Menu Two	No	<a href="#">02/28/2025 3:59:41 PM</a>	
<a href="#">5121</a>	<a href="#">103</a>	<a href="#">Draft Regional Plan (Public Comment)</a>	Menu Two	Yes	<a href="#">02/28/2025 4:02:20 PM</a>	
<a href="#">3424</a>	<a href="#">104</a>	<a href="#">Workforce Board</a>	Menu Two	Yes	<a href="#">04/04/2025 2:35:21 PM</a>	
<a href="#">3576</a>	<a href="#">106</a>	<a href="#">Good Jobs Challenge</a>	Menu Two	No	<a href="#">03/17/2022 1:47:38 PM</a>	
<a href="#">3487</a>	<a href="#">107</a>	<a href="#">Good Job Challenge Information</a>	Menu Two	No	<a href="#">01/27/2022 3:41:06 PM</a>	
<a href="#">3425</a>	<a href="#">108</a>	<a href="#">Agenda/Minutes</a>	Menu Two	Yes	<a href="#">03/24/2025 5:07:56 AM</a>	
<a href="#">3426</a>	<a href="#">109</a>	<a href="#">AJCC</a>	Menu Two	Yes	<a href="#">11/15/2022 5:49:17 PM</a>	
<a href="#">3427</a>	<a href="#">110</a>	<a href="#">Capital Region</a>	Menu Two	Yes	<a href="#">01/10/2025 12:09:38 PM</a>	
<a href="#">3428</a>	<a href="#">111</a>	<a href="#">Local Guidance</a>	Menu Two	Yes	<a href="#">03/29/2025 9:39:04 AM</a>	
<a href="#">3429</a>	<a href="#">112</a>	<a href="#">Member Resources</a>	Menu Two	Yes	<a href="#">09/16/2024 6:51:59 AM</a>	
<a href="#">3430</a>	<a href="#">113</a>	<a href="#">Labor Market Information</a>	Menu Two	No	<a href="#">08/10/2022 3:18:41 PM</a>	

**From:** [Ashley Abreu](#)  
**To:** [Deanna Sverdlov](#)  
**Bcc:** [Lizbeth Vital](#); [Pola Chandler](#); [Nicole Hollingsworth](#); [May-Va Vang](#); [Sandy Fowler](#); [Mayra Meza-Chavez](#); [Blanca Barba](#); [Karin Liu](#); [Lorenda T. Sanchez](#); [Jo Wolz](#); [Jay Berns](#); [Ahjane Brown](#); [Stan Mojsich](#); [Kera](#); [Banuelos, Eric](#); [Hailley Garska](#); [Cynthia Sommer](#); [Shawn King](#); [Jennifer Laflam](#); [Noe Guerra](#); [Ta. An](#); [Stephanie Groat](#); [Jeff Richard](#); [Ana Rendon](#); [Vicente Jimenez](#); [Tico Zendejas](#); [Leslie Rubalcava](#); [Lizette Navarette](#); [Ian Evans](#); [Anisa Vallejo](#)  
**Subject:** Public Notice: Request for Approval - AJCC Operator Application  
**Date:** Friday, March 7, 2025 5:37:00 AM  
**Attachments:** [image001.png](#)

---

Hello,

During the January WIB meeting, the WIB approved actions related to a competitive procurement for the AJCC Operator and for WIB staff to take subsequent actions based on the outcome and recommendations of that competitive procurement. A competitive procurement process was initiated on January 15, 2025 and was completed on February 27, 2025 resulting in a cancellation of the RFP. WIB staff prepared an application to serve as the AJCC Operator, this was released on March 1, 2025 for a minimum 30 day public comment period which concludes on March 31, 2025.

In compliance with the requirement that a Request for Approval – AJCC Operator application is made available to the public for at least 30 days, the public notice period is March 1<sup>st</sup> – March 31<sup>st</sup>, 2025.

This notice can be found on the [yoloworks.gov](http://yoloworks.gov) website under the “Workforce Board” Icon drop down and under the “Workforce Board” Icon and by selecting, “Workforce Board”.

**REQUEST FOR APPROVAL TO BE AMERICA'S JOB CENTER OF CALIFORNIA OPERATOR**

The public is invited to participate in a 30 day public comment period to provide feedback on this application to serve as the America's Job Center of California Operator. Input should be submitted to [YoloWIB@yolocounty.gov](mailto:YoloWIB@yolocounty.gov) by March 31, 2025

Link to Public Notice: [Notice of 30 Day Public Comment Period](#)

Link to Application: [Request for Approval America's Job Center of California Operator](#)

Thank you,

*Sent on behalf of Deanna Sverdlov, WIB Executive Director*

Ashley Abreu

Yolo County Health and Human Services Agency (HHSA)

Sr. Administrative Services Analyst, Workforce Innovation and Opportunity Act (WIOA)

(530) 661-2662

[Ashley.abreu@yolocounty.gov](mailto:Ashley.abreu@yolocounty.gov)



**From:** [Ashley Abreu](#)  
**To:** [Deanna Sverdlov](#)  
**Bcc:** [Adrienne Rimoldi](#); [Ahjane Brown](#); [Alice Tapley](#); [Chris Calvert](#); [Claire Tauzer](#); [Cynthia Evans](#); [Dusan Rodic](#); [Gabriel Garcia \(gabriel.garcia@edd.ca.gov\)](#); [Guysell Geter](#); [Jeff Richard](#); [Kara Jimenez](#); [Karin Liu](#); [Ken Garrett](#); [Leslie Rubalcava](#); [Melody Correia](#); [Mike Cordova](#); [Morgan Kelley](#); [Pascual Marquez \(marquezdsgn@gmail.com\)](#); [Rene Cruz Martinez](#); [Rick Hart](#); [Rob Carrion](#); [Sandra Fowler](#); [Spencer Bowen](#); [Tim Campbell](#); [Jennifer Laflam](#)  
**Subject:** Public Notice: Request for Approval - AJCC Operator Application  
**Date:** Friday, March 7, 2025 4:24:00 AM  
**Attachments:** [image001.png](#)

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Hello,

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Link to Application: [Request for Approval America's Job Center of California Operator](#)

Thank you,

*Sent on behalf of Deanna Sverdlov, WIB Executive Director*

Ashley Abreu

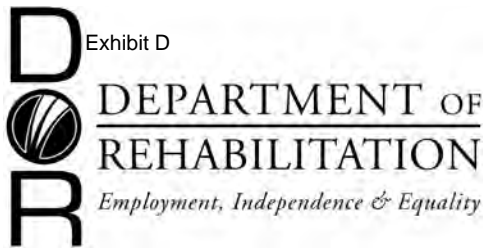
Yolo County Health and Human Services Agency (HHSA)

Sr. Administrative Services Analyst, Workforce Innovation and Opportunity Act (WIOA)

(530) 661-2662

[Ashley.abreu@yolocounty.gov](mailto:Ashley.abreu@yolocounty.gov)





Gavin Newsom,  
Governor



State of California  
Health and Human Services Agency

Kaina Pereira  
California Workforce Development Board  
800 Capital Mall, Suite 1022  
Sacramento, CA 95814

Dear Mr. Pereira,

This letter is in support of the application by the Yolo County Workforce Innovation Board (WIB) to be designated as the America's Job Center of California (AJCC) Operator. In Yolo County, the administrative entity, is Yolo County Health and Human Services Agency (HHSA), with staff of the WIB serving this function. HHSA is well equipped to serve this important role based on more than 20 years of helping to develop a strong workforce system.

As an AJCC MOU Partner, we have extensive experience working with HHSA as the administrative entity, knowledge of the WIB operations, services provided, and ongoing efforts toward continuous improvements. HHSA has been instrumental in these efforts, demonstrating a strong alignment with the board's strategic vision. Overcoming challenges has strengthened their ability to design and implement impactful workforce solutions.

We support the Yolo County WIB in this designation and look forward to continued collaboration. Centralizing services under the board's leadership will enhance access, coordination, and resource efficiency for the community.

Sincerely,

*Leslie Rubalcava, M.S.*

Staff Service Manager I  
1890 Lassen Blvd. Suite A-1  
Yuba City, CA 95993  
Main: (530)822-4591  
Direct: (530) 822-4568

*SERVING YOLO, YUBA, COLUSA and SUTTER COUNTIES*

March 31, 2025

Kaina Pereira  
California Workforce Development Board  
800 Capital Mall, Suite 1022  
Sacramento, CA 95814

Dear Mr. Pereira,

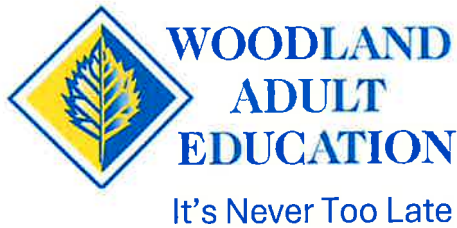
This letter is in support of the application by the Yolo County Workforce Innovation Board (WIB) to be designated as the America's Job Center of California (AJCC) Operator. In Yolo County, the administrative entity, is Yolo County Health and Human Services Agency (HHS), with staff of the WIB serving this function. HHS is well equipped to serve this important role based on more than 20 years of helping to develop a strong workforce system.

As an AJCC MOU Partner, I have experience working with HHS as the administrative entity, knowledge of the WIB operations, services provided, and ongoing efforts toward continuous improvements. HHS has been instrumental in these efforts, demonstrating a strong alignment with the board's strategic vision. Overcoming challenges has strengthened their ability to design and implement impactful workforce solutions. In addition, designating the Yolo County WIB as the AJCC Operator will increase efficiency and relevance of the AJCC.

I support the Yolo County WIB in this designation and look forward to continued collaboration. Centralizing services under the board's leadership will enhance access, coordination, and resource efficiency for the community.

Sincerely,

Dr. Jennifer Laflam  
Dean, Sacramento City College West Sacramento and Davis Centers



**Karin Liu, Principal**  
Helen Nash Center, 575 Hays Street  
Woodland, CA 95695  
phone (530) 662-0798 fax (530) 662-8039  
<http://www.wjusd.org>

March 31, 2025

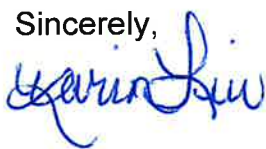
Kaina Pereira  
California Workforce Development Board  
800 Capital Mall, Suite 1022  
Sacramento, CA 95814

Dear Mr. Pereira,

I am writing to express my strong support for the Yolo County Workforce Innovation Board (WIB) in its application to be designated as the America's Job Center of California (AJCC) Operator. The Yolo County Health and Human Services Agency (HHSA), which serves as the administrative entity, has long been a key partner in developing a robust workforce system over the past 20 years.

As an AJCC MOU Partner, I have a deep understanding of the operations and services provided by HHSA and the WIB. Throughout our partnership, I have witnessed HHSA's steadfast commitment to improving and evolving workforce solutions that align with the strategic goals of the board. The agency's dedication to addressing challenges and fostering continuous growth has significantly enhanced its ability to meet community needs.

I fully support the Yolo County WIB's pursuit of this designation, and I am excited to continue our collaborative efforts. By centralizing services under the board's leadership, I anticipate improved accessibility, streamlined coordination, and more efficient use of resources for the benefit of our community.

Sincerely,  




# Yolo County Workforce Innovation Board

*A proud partner of America's Job Center of California<sup>SM</sup> 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) 661-2750 ext. 4327

Affiliate  
Health & Human Services Agency  
500 Jefferson Boulevard  
West Sacramento, CA 95605  
(916) 375-6300 ext. 4327

## 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.

April 4, 2025

Kaina Pereira, Executive Director  
California Workforce Development Board  
800 Capitol Mall, Suite 1022  
Sacramento, CA 95814

Re: Yolo County Workforce Innovation Board Request for Approval to act as  
the AJCC Operator

Dear Mr. Pereira,

As Chair of the Yolo County Workforce Innovation Board (WIB),  
I acknowledge that the WIB reviewed and approved the Yolo County Workforce  
Innovation Board application to act as the AJCC Operator. This action  
occurred at our public meeting held on March 12, 2025.

Sincerely,

Claire Tauzer  
Chair, Yolo County Workforce Development Board



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A document from the Board of Supervisors for Yolo County will replace this blank page upon submission to the State of California, EDD.