

Training Certification for Members of County Advisory Bodies



Members of Contra Costa County's independent and advisory bodies are required to take three trainings.

Instructions:

1. **Brown Act & Better Government Ordinance Training:** Brown Act and Better Government Ordinance Training must be completed within three months of appointment. This training is available as a [video](#) and [materials packet](#), or as an in-person training. Contact the Clerk of the Board at ClerkoftheBoard@cob.cccounty.us or (925) 655-2000 to find out about opportunities for in-person training.
2. **Ethics Training:** Ethics training, also referred to as AB 1234 Local Government Official Training, is provided by the Fair Political Practices Commission (FPPC). To complete this training, please [create an account](#) and retain the certificate generated from the FPPC at the end of the training. Advisory body members who receive compensation, salary, stipend, or expense reimbursement must complete AB 1234 ethics training every two years. All other advisory body members should complete this training once within the first three months of appointment.
3. **Implicit Bias Training:** Implicit Bias Training is provided by the Kirwan Institute through an [online module course](#) or a [materials packet](#). Alternatively, if you have received a certificate for completing an implicit bias training course through your employer or other civic organization, that can be accepted in lieu. This training is required to be completed within the first three months of appointment and every two years thereafter.

Certification

By signing below, I certify that on __02-17-2023__, I have watched or attended the entire training: **"The Brown Act and Better Government Ordinance."**

By signing below, I certify that on __08-17-2022__, I completed the Fair Political Practices Commission (FPPC) training: **"Ethics for Local Government Officials."** I have received the certificate of completion from the FPPC.

By signing below, I certify that on __02-03-2024__, I completed the Kirwan Institute **"Implicit Bias Training"** OR have completed an alternative implicit bias training program through my employer or other civic organization.

____Treasury Oversight Committee____
(Name of Advisory Body)

____*Dawn Morrow*____ __02-03-2024____
(Name of Member) (Date)

Return this Certification to staff of your advisory body. Your training completion status will be included in your advisory body's annual report to the Contra Costa County Board of Supervisors. The chair or staff to your advisory body must keep all certifications on file.