



**Monterey County Workforce Investment Board (WIB)**  
**LOCAL POLICY BULLETIN #2005-02**

Effective Date: January 1, 2005  
Full WIB Adopted: January 1, 2005

**TO:** All County of Monterey Workforce Investment and Youth Council Members

**SUBJECT:** WIB and Youth Council Member Conference and Training Policy

**POLICY:** This policy identifies the scope of training and the amount of funds required to successfully implement a conference and training program for WIB members. Training is required so that WIB members can perform their regulatory due diligence, comply with the WIB bylaws, and be advocates for legislative issues.

**DEFINITIONS:**

- *Conferences:* Unless otherwise stated, these are statewide conferences related to workforce investment topics sponsored by various public and private organizations.
- *Training:* Statewide WIB Chair meetings; legislative conferences sponsored by CWA; training that supports the legislative platform for workforce development approved by the County Board of Supervisors; trade, labor or Chamber of Commerce meetings; DOL and EDD sponsored training; and similar activities.

**GENERAL INSTRUCTIONS:**

WIB members agree to share observations and insights, and information and printed materials from conferences and trainings for the benefit of the membership.

Each member of the Executive Committee will be allocated a maximum of \$800 per year for the reimbursement of travel, meals, hotels, conference fees, and other allowable costs under the WIA. Conference and training opportunities for Executive Committee members shall be coordinated with the Chair of the WIB.

Each non-Executive Committee member of the WIB shall be allocated a maximum of \$500 per year for the reimbursement of allowable costs under the WIA. Conference and training opportunities shall be coordinated with the Chair of the subcommittee on which the member participates. Members who are not participating on a subcommittee shall coordinate with the Chair of the WIB.

A yearly-allocated amount shall be identified for national conference opportunities, conference and training opportunities for Youth Council members, a WIB retreat, sponsoring local conferences and training, and consultant training. Attendance at national conferences related to state and local workforce investment topics shall be coordinated with the Chair of the WIB. Conference and training opportunities for Youth Council members shall be coordinated with the Chair of the Youth Council. Support for local conferences and training and consultant training, including the Meeting of the Minds in Monterey, training at an annual WIB retreat and customized training, will be coordinated with the Chair of the WIB.

At the mid-year budget review in February, staff will make a recommendation for reallocating unexpended funds. For example, \$500 that has not been expended because of a vacancy may be reallocated to assist members who request additional training to assist them in their work on grants, workgroups or other WIB initiatives. Money may be reallocated to any conference or training opportunities identified in this policy. If it is determined that the WIB Conference and Training line will be under expended, the WIB may reallocate funds to another line item.

**INQUIRIES:** For questions or assistance related to this policy, please contact the Monterey County Workforce Investment Board staff at (831) 796-6434.

This policy is posted on the WIB website located at: [www.montereycountywib.org/policies/](http://www.montereycountywib.org/policies/)