



Youth Committee Agenda

May 11, 2021

12:00 p.m. – 1:30 p.m.

Join to ZOOM Meeting – Meeting ID: 977 6001 3094; Passcode: 884311
<https://zoom.us/j/97760013094?pwd=N1F1d2JjdXN1SHA0b1NCbWdxU1RmUT09>

Join by Dial In: 699-900-9128 or 253-215-8782

- 12 noon** **CCCOE Remote Work Experience (Elizabeth Avalos & Alicia Bell)**
- 12:30 PM** **CALL TO ORDER AND REMINDER OF POTENTIAL CONFLICT OF INTEREST**
- PUBLIC COMMENT**
- INTRODUCTIONS**
- CONSENT AGENDA**
- C1** **Approve March 9, 2021 Youth Committee Minutes**
- 12:40 PM** **DISCUSSION ITEMS & UPDATES**
- D1** **Youth Committee Membership**
- a. Application**
- b. Required Training**
- D2** **WIOA Youth Funding – Special Projects**
- D3** **Role of the Youth Committee in the Workforce System**
- 1:20 PM** **CHAIRS' REPORT AND NEXT AGENDA ITEMS**
- 1:30 PM** **ADJOURN**

Next Youth Committee Meeting: July 13, 2021

Any appropriate public records related to an open session item on a regular meeting agenda and distributed by the Workforce Development Board and any of its committees to a majority of members of the Workforce Development and/or its committees, less than 72 hours prior to that meeting are available and for public inspection at 4071 Port Chicago Highway, Concord during normal business hours. The Workforce Development Board will provide reasonable accommodations for individuals with disabilities planning to attend Board meetings. Arrangements can be made by contacting the Board at 925-671-4560

Workforce Development Board (WDB) of Contra Costa County Youth Committee Charter

Charter Element	Charter Agreement Information
Business Objective	The primary objective of the WDB Youth Committee is to increase the number of youth and young adults, 16-24, who are well prepared for postsecondary vocational training, further education, and/or a career, with an emphasis on serving the most vulnerable and underserved populations and those from low-income communities.
Case for Action	<p>It is the vision of the WDBCCC to support a network that creates and promotes dynamic education systems, high-performing businesses, and a prosperous local economy with an abundance of high quality jobs and skilled workers to fill them. Our mission is to promote a workforce development system that meets the needs of businesses, job seekers, and workers, to support a strong and vibrant economy in Contra Costa County. As we advance our work toward realizing our vision a number of key factors drive our work:</p> <ul style="list-style-type: none"> ● Good jobs in today's economy and labor market require workers to have a growing level of knowledge and skill in order to compete for them; ● The employment gap is widening between those with higher levels of education and credentials and those who lack them; ● Jobs are growing at both the high-skill and low-skill end of the labor market, while growth of "middle skill" jobs has been lagging; however, the retirement of baby boomers from the labor force will create openings in nearly every industry and occupation; ● The emerging workforce does not have the education and skill-sets needed to perform many of these jobs, as manifested by a continued lag in the educational attainment levels of young people (although beginning to show some signs of improvement, student preparedness for post-secondary education remains very low); and ● The difference between supply and demand indicates that there is a "skills gap" between what most emerging workers have to offer and what businesses need, creating the urgency to develop and support new strategies that can better equip and train people for jobs in today's economy.
Requirements	<p>The WDB Youth Committee will:</p> <ul style="list-style-type: none"> ● Work with partners to develop systems that effectively engage employers in career development and work-based learning opportunities for youth and young adults to learn about, explore, and prepare for careers; ● Strengthen collaborations between the local workforce system and other programs and systems that seek to help youth with significant barriers to employment; ● Develop and implement strategies to direct Workforce Innovation and Opportunity Act (WIOA) and other resources to serve youth and young adults most in need and support their success; ● Collaborate with and support career-focused strategies at high schools and community colleges, particularly those aligned with WDB priority industry sectors; ● Work with partners to increase opportunities for high school graduates, dropouts and disconnected youth to transition into postsecondary education, training and careers; and ● Work with Community Colleges, Apprenticeship Programs, Trade Schools and others to offer more opportunities for disconnected youth to achieve success.
Boundaries / Guidelines	The Youth Committee advises and influences the direction and implementation of youth services strategies as outlined in the WDB 2013-2017 Strategic Plan.
Team Membership	<p>The Youth Committee brings together leaders from business, economic development, education, labor, community-based organizations, youth/young adults and the public sector. The Youth Committee chair(s) is a member of the WDB Executive Committee and some members of the Youth Committee hold a seat on the Workforce Development Board. Other Youth Committee members are recruited and engaged to represent a particular perspective or constituency. The Youth Committee and the WDB work on behalf of the Contra Costa County Board of Supervisors and the businesses and residents of Contra Costa County.</p> <p>The WDB and the Youth Committee also draw upon the knowledge and expertise of other individuals and organizations that are not members of the WDB and occasionally form <i>Ad Hoc</i> committees to conduct specific activities.</p>
Timing	The work of the Youth Committee is aligned with the timeline for the WDB's Strategic Plan.
Resources	The WDB and the Youth Committee provide and/or support convening and networking functions that draw together a wide spectrum of stakeholders that contribute to the health of the local economy and prepare residents for effective participation in the workforce. These include local and regional businesses, economic development experts and organizations, public agencies, education, labor, and community-based organizations.
Review Process	<p>The Youth Committee monitors and reports its progress at regular committee meetings, the WDB Executive Committee and full WDB member meetings as appropriate.</p> <p>Progress against the WDB Strategic Plan is reviewed at regular intervals as determined by the WDB and any of its relevant governing authorities at the local, state, and/or federal level</p>



Youth Committee Meeting Minutes

March 9, 2021, 12:00 p.m. – 1:30 p.m.

Via ZOOM MEETING

WDB LOCAL PLAN – STAKEHOLDER INPUT – Steve Shultz, Glen Price Group (GPG)

The Contra Costa County (CCC) Workforce Development Board (WDB) Local Plan will run for 3 years, 2021-2024. All WDB's have been developing their regional and local strategic plans that will outline priorities and strategies in moving forward in the next 3 years. Included in the agenda packet were 4 questions that will help guide the WDB in relation to services for youth.

1. What should WDB be doing to expand and strengthen the services provided to youth in the county? Are there service gaps that WDB resources could help fill? (Including partnerships and collaborations, adoption of innovative service models, accessing data on characteristics and needs of the youth population in the county, etc.)
 - Current programs work with in high school youth and out of school youth, with WIOA (Workforce Innovation Opportunity Act) funding priority for out of school youth. Current youth providers are affiliated with the school districts and both, bring significant leverage in serving in school youth.
 - EDD has a Youth Employment Opportunity Program (YEOP) representative, who is also a youth in high school or college, who outreaches to central, east and west county high schools and youth community centers.
 - CCC COE has programs for foster, homeless, and justice involved youth. Approving the waiver would allow WDBs to serve more in school youth, which would not lose them in transition from high school to postsecondary, keeping them engaged.
 - Mt. Diablo Unified School District (MDUSD) is another central county partner. Serving in school students is a preventative model. It will better equip and help youth to acquire essential skills earlier, and connect them with career pathways, work base learning and internships.
 - New Ways to Work is involved with the CA Opportunity Youth Network. The waiver mentioned was piloted in L.A. under the United States Department of Labor (USDOL). It will allow affected populations: foster, homeless and justice involved youth, to be counted as out of school even they are still in school, for WIOA eligibility purposes. The premise is why wait until they are out of school and disconnected, to try to reconnect them back in. Instead make the connection while they are in school and already engaged. Currently the waiver has gone from the state to the federal level.
 - East Bay Health Workforce Partnership and West County Health Pathways Partnership, from the viewpoint of providers and employers, find the work base learning is most important, especially the summer internship programs.
- a) The gap is that there are lots of needs and lots of resources, but often they do not meet; how do the resources available get to meet the needs?
 - Approving the waiver will help with disengagement problem. There are 450 kindergarten to 12th grade (K - 12) foster youth in CCC that are not served, since those in school are a small number of that. In addition, there is never enough funding.

2. Who do you consider to be the high priority youth populations (e.g. foster, homeless, justice-involved, English learner and immigrant youth, youth with disabilities) and how can WDB provide services that more effectively meet their needs?
 - High priority would also include those that are disproportionately affected, black and latinx communities.
 - An existing service strategy is that they have partnered and contracted with the COE, who has access to the other 18 districts, allowing leverage in connections.
 - MDUSD first looks at providing and connecting youth to wrap around services, their primary basic needs, before focusing on work based learning. Be intentional with partners and pathways and include them, once they are ready. This holistic approach is successful with their summer youth students.
 - MDUSD connects K - 12 to some of their adult education programs, which lead to certification or licensing for good wage jobs. Notice when a student is progressing in a pathway. WDB job centers are located throughout CCC, allowing these students to have the warm hand offs along the pathway. When classified as adults they can take advantage of additional support and training, making it as seamless as possible and closer to their educational planning.
 - The good strategy is getting all the providers the same information and supporting the coordination of the work.
- 3 & 4. Combining these questions, what strategies need to be developed to respond to the challenges faced by youth participants because of COVID-19? What approaches should WDB pursue to increase digital literacy/fluency of youth participants, especially those with disabilities?
 - The local plan will be written for 3 years out, when hopefully COVID-19 will not be around, but digital literacy will still be an important element to be dealt with.
 - Leveraging partnerships and other entities for the K - 16 alignment, especially with the community colleges and strong workforce, focusing on equity and access to opportunities. There are not enough slots for everyone who is WIOA eligible, especially now during COVID. How to provide access is larger than the workforce system, so it is better with all of the systems working together. The WDB Youth Committee has become a community of practice, and is a hub and gathering place for entities to share best practices and leverage each other's work.
 - Pilot City is looking for the most tailored employers so the students can find an interest and engage. Need to see where we can meet students where they are at in their life, circumstances and environment.
 - With COVID those youth that had jobs lost jobs, and competition for jobs is tougher now with more people out of work. Technological skills are even more in demand. Entry level in certain industries such as Corteva Agriscience requires a lot of expertise.
 - In the Department of Rehabilitation, a problem during COVID are youth without internet services and computers, especially with parents who lost their jobs. They have found vendors who helped with this, but have also had to find ways to engage the parents.
 - At MDUSD, summer internships were converted to virtual models and they were able to loan the technology and be available to provide individual support and patience.
 - The library is loaning out hotspots.

Chair Mike McGill called the meeting to order at 12:47 pm. The Youth Committee met on Tuesday, March 9, 2021 via a ZOOM Meeting. Chair Mike McGill reminded everyone of potential conflict of interest.

ATTENDANCE

Members Present: Mike McGill, Gina Del Carlo, Jose Carrascal, Mayling Alvarado, Robert Muller, G. Vittoria Abbate, and Proxies Sean Laurant, Alejandra Chamberlain, Heather Fontanilla

Members Absent: Bill Mahoney, Carol Asch, Drew Douglas, Lynn Mackey, Tom Hansen, and Proxy Tara Sanders

WDB Board Members Present: Laura Trevino-Linke

Others Present: Steve Trippe – New Ways to Work, Steve Schultz - GPG, JAB – CiviCorps, Bob Redlo, Anna Ramos, Derick Lee – Pilot City, Erin Larkins – MDUSD, Stephanie Roberts – MDUSD, Zachary Shapiro – GPG, Ruth Barajas – Bay Area Community Resources (BACR), Shantell Owens, Shirley Hernandez

WDB Staff Present: Noramah Burch, Patience Ofodu, Amrita Kaur, Verneda Clapp, Jed Silver, Rochelle Soriano, Jennifer Joel, Patricia Conley

PUBLIC COMMENT - None

INTRODUCTIONS – 1st Time at a Youth Committee Meeting

Patience Ofodu introduced Jed Silver, new WDB Workforce Service Specialist who will be working on COVID grants.

CONSENT AGENDA

C1 Approve January 12, 2021 Youth Committee Minutes
Motion/Second – Vittoria Abbate/Sean Laurant
Motion Approved

AYES: Mike McGill, Gina Del Carlo, Jose Carrascal, Mayling Alvarado, Robert Muller, Vittoria Abbate, Sean Laurant, Alejandra Chamberlain

NAYES: None

ABSENT: Bill Mahoney, Carol Asch, Drew Douglas, Lynn Mackey, Tom Hansen

ABSTAIN: None

ACTION ITEMS

A1 Youth Committee Membership Application

Mike McGill requested that we use the county committee membership applications for the Youth Committee in order to get a little more information and allow full disclosure.

Motion: The Youth Committee will adopt using the application that the CCC Board of Supervisors uses to appoint members to their committees, and will provide the Board conflict of interest information.

Motion/Second – Vittoria Abbate/Gina Del Carlo

AYES: Mike McGill, Gina Del Carlo, Jose Carrascal, Mayling Alvarado, Robert Muller, Vittoria Abbate, Sean Laurant, Alejandra Chamberlain

NAYES: None

ABSENT: Bill Mahoney, Carol Asch, Drew Douglas, Lynn Mackey, Tom Hansen

ABSTAIN: None

Motion: Approve Shawn Einck as a member on the Youth Committee.

Motion/Second – Vittoria Abbate/Bob Muller

AYES: Mike McGill, Gina Del Carlo, Jose Carrascal, Mayling Alvarado, Robert Muller, Vittoria Abbate, Alejandra Chamberlain

NAYES: None

ABSENT: Bill Mahoney, Carol Asch, Drew Douglas, Lynn Mackey, Tom Hansen, Sean Laurant

ABSTAIN: None

A2 Funding Recommendation – WIOA Youth Services per RFP 1174

Alejandra Chamberlain works for the CCC Office of Education (CCCOE) and a Youth Committee proxy participating/voting on behalf of Lynn Mackey who is absent. Ms. Chamberlain will recuse herself since CCCOE submitted a proposal to receive this fund.

G. Vittoria Abbate, a voting member of the Youth Committee, and Stephanie Roberts work for MDUSD and will recuse themselves since MDUSD submitted a proposal to receive this fund.

Noramah Burch explained the review process, which was in 3 different phases:

1. Once a proposal has been submitted, it goes to a compliance review conducted by the Contract Unit who checks to make sure that it meets requirements.
2. When the proposal passes, it is moved on to the Fiscal Department to look at fiscal capacity, including single audit findings if the bidder is large enough to have a single audit done.
3. When the proposal passes the fiscal review, it is moved on to program.

The 3 bidders have been through the above mentioned phases. Noramah gave a brief overview of her report that was included in the agenda packet.

The recommendation is for the Youth Committee to take action to forward funding as in the report, to the Executive Committee for up to the amount of up to \$1,200,000 of funding.

The motion will be to move this on to the Executive Committee and/or full Board of Directors to engage CCCOE and MDUSD up to a total amount of \$1,200,000, and give staff the authority to negotiate with bidders so not to exceed the \$1,200,000 amount.

Questions and Comments:

- Why is there a significant difference for cost per youth?

Some factors are staff costs, participant costs, the amount of proposed services to be used, for example transportation, books, tuition, childcare, and also the duration of paid internships.

- Leverage with disconnected youth may affect cost.
- Could look at each proposal scope and look at historical funding levels. One of the proposals has level funding, no increase for next year with this year. Another proposal is significantly more than they have been receiving in the past, which we would find out a little bit more about.
- There was a lot of emphasis on in-school youth in the local/strategic plan conversation earlier.
- Apart from other counties, CCC providers pay their staff a living wage. We would not want providers to trim their budgets by paying their staff less.

Motion: To support the recommendation, with consideration to maximize services for in school youth and include elements of the local strategic plan discussion earlier, and allow staff authority to negotiate to stay within the \$1,200,000 amount.

Motion/Second – Jose Carrascal/Gina Del Carlo

AYES: Mike McGill, Gina Del Carlo, Jose Carrascal, Mayling Alvarado, Robert Muller

NAYES: None

ABSENT: Bill Mahoney, Carol Asch, Drew Douglas, Lynn Mackey, Tom Hansen, Sean Laurant

ABSTAIN: G. Vittoria Abbate and Alejandra Chamberlain

DISCUSSION ITEMS & UPDATES

D1 NYEC Youth Conference

Information about the National Youth Employment Coalition (NYEC) virtual All Youth Connecting Forum was included in the agenda packet. At the last Youth Committee meeting, Rashaun Bennett spoke about the COVID stimulus packages. Check with Noramah if you are interested in seeing if your expenses can be paid for.

D2 Role of the Youth Committee in the Workforce System

Mike McGill announced due to time restrictions and if there are no objections, this discussion item will be tabled to the next meeting. There were no objections.

D3 WIAO Youth Funding – Special Projects

There is the possibility that some excess youth funds may be available which could be used to fund special projects. Too early to tell but by the May Youth Committee meeting, any youth funding that has not been allocated for this upcoming budget cycle, may be carried over. Hopefully there will be some special project ideas that are ready and able to discuss then.

CHAIR’S REPORT AND NEXT AGENDA ITEMS

Mike McGill reported that once again we had a great turnout and a great meeting, and requested agenda items for the next meeting.

Patience expressed appreciation for the local/strategic plan input. If you are not receiving the WDB newsletter, it is available and you may subscribe to it on the WDB website.

ADJOURN

1:35 p.m.

Respectfully Submitted,
Patricia Conley
WDB Admin Aide-Project

Application Form

Profile

First Name

Middle Initial

Last Name

Home Address

Suite or Apt

City

State

Postal Code

Primary Phone

Email Address

Which supervisorial district do you live in?

None Selected

Education

Select the option that applies to your high school education *

None Selected

College/ University A

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

College/ University B

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

Yes No

Board and Interest

Which Boards would you like to apply for?

None Selected

Seat Name

Have you ever attended a meeting of the advisory board for which you are applying?

Yes No

If you have attended, how many meetings have you attended?

Please explain why you would like to serve on this particular board, committee, or commission.

Qualifications and Volunteer Experience

I would like to be considered for appointment to other advisory boards for which I may be qualified.

Yes No

Are you currently or have you ever been appointed to a Contra Costa County advisory board, commission, or committee?

Yes No

List any volunteer or community experience, including any advisory boards on which you have served.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

[Upload a Resume](#)

Conflict of Interest and Certification

Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

Yes No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

Yes No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

I certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

I Agree

Training Requirements & Opportunities

Within 3 months of appointment, all advisory body appointees and staff must view and certify that they have viewed both training programs.

1. **Brown Act and Better Governance Ordinance**
2. **Ethics Orientation**

These programs are available for viewing on the County's website: www.co.contra-costa.ca.us under the Board of Supervisors' page.

The programs may also be viewed on the local community access TV station CCTV.

Broadcast Schedule

The **Brown Act** program is shown twice a week on CCTV every first and third Saturday at 3:00 pm and every first and third Monday at 6:00 pm.

*See attached document regarding **Brown Act & Better Governance Ordinance** and a sample "Training Certification"

The **Ethics Orientation** program is shown on CCTV every second and fourth Saturday at 3:00 pm and every second and fourth Monday at 6:00 pm.

Finding CCTV

- If **Xfinity** is your cable provider CCTV is broadcast on Channel 27
- If **Astound** is your cable provider CCTV is on Channel 32
- If **AT&T U-Verse** is your cable provider CCTV is on Channel 99

AB 1234 Ethics Training

Assembly Bill (AB) 1234 requires that local officials who receive compensation, salary, stipends, or expense reimbursements must receive training in public service ethics laws and principles every two years.

The requirement applies to the governing body, as well as commissions, committees, boards, or other local agency bodies, whether permanent or temporary, decision-making or advisory.

AB 1234 Ethics Training Courses

On-line ethics course available at Fair Political Practices Commission (FPPC): <http://localethics.fppc.ca.gov/ab1234>

Similar resources are available at the Institute for Local Government.

Advisory Body Handbook is now available at www.co.contra-costa.ca.us (under the Board of Supervisors' page)



Conflict-of-Interest Code

The Political Reform Act requires public agencies (i.e. bodies, boards, and commissions) to adopt a conflict-of interest code to disclose any investments, interests in real property, sources of income and business positions that **designated positions** may affect in the decision making.

Components of the Code - The code must have three (3) components:

Component 1: Terms of the Code

- The terms of the code is the main body of the code which describes how to report financial interest and disqualification procedures
- FPPC Regulations 18730 identifies the type of information required in the main body of the code

Component 2: Designated Positions

- The code must specify and list all positions within the advisory body that either make or participate in making decisions and **designated positions**
- People who hold designated positions are considered code filters and are required to complete Form 700

Component 3: Disclosure Categories - The disclosure category identifies types:

- Investments
- Interest in real property
- Source of income and
- Business positions which may affect decisions-making

Code Approval

- An agency's code becomes effective upon the approval of the agency's code reviewing body.
- The **Contra Costa County Board of Supervisors** is the code reviewing body for agencies, which are wholly within the county.
- Agencies, which are wholly within the County, must submit their code of the Board of Supervisors for approval **before** it becomes effective.

Recusal to Avoid a Conflict of Interest

- **Recuse** (v.) to disqualify or remove (oneself) from participation to avoid a conflict of interest.

Public Identification of a Conflict-of-Interest: Procedure to Recuse Oneself

- **Publicly (orally) Identify** the financial interest that gives rise to the conflict of interest, or potential conflict-of-interest, in detail sufficient to be understood by the public. This public identification must be part of the official public record (i.e. the meeting minutes).
- **State each type of economic interest held** (i.e. investments, business positions interest in real property, personal financial effect or the receipt or promise of income or gifts) which involved in the decision and gives rise to the conflict of interest.
- **Recuse yourself** from discussing and voting on the matter after public identification of the conflict-of-interest provided. You shall not be counted toward achieving a quorum while the item is discussed.

Leave the room before the discussion of the item until after the discussion, vote, and any other disposition of the matter is concluded unless the matter had been placed on the portion of the agenda reserved for uncontested matters (i.e. it is not necessary to leave the room in the conflict-of-interest item is listed in the Consent calendar).

What Does the Conflict-of-Interest code mean to me?

- I should know if my agency (board commission or committee) has a conflict-of-interest code
- I should know if my position is included in the code's list of designated positions
- If my position is included in the code as a designated position, I am required to file Form 700



FORM 700: STATEMENT OF ECONOMIC INTERESTS

What is Form 700?

- It is a public statement of economic interests (a public disclosure of personal assets and income).
- The information requested in Form 700 and the requirements to file mandated by state law.
- Form 700 reflects information about sources of income, investments, business positions, real property holdings and gifts.
- Its purpose is to help gauge real or potential conflicts of interest situations that may exist in performing the responsibilities of the public official.

Why Should I Understand the Form 700?

- You should read and understand your agency's specific conflict-of-interest code, since not all positions have the same reporting requirements.
- The public position or positions to which you are appointed might require that you file Form 700.
- If you are serving in such a public position or positions, the state law mandates that you file a Form 700 for each position.

When Should I File Form 700?

- Within 30 calendar days of the date, I am **newly appointed** to a position or employed in a job covered by a conflict-of-interest code.
- Each year by April 1st that I serve on such a public or remain in such a job.
- Within 30 calendar days of the date when I **leave the job(s) or appointed public body/bodies** and am no longer required to file Form 700.

To File a Form 700

- Each year you will be sent a new Form 700 by your agency filling official.
- You should complete all sections of the form sign it and return the original signed form to your agency filling official.
- The form must be postmarked by April 1st to be filed on time; however, it may be amended at any time during the year if your economic situation changes. If you need to file a new Form 700 an amended Form 700 or if you have questions as you are filling out the form contact the Commission for Assistance through the FPPC website <http://www.fppc.ca.gov/index.pdp?id=500> or call 1-866-ASK-FPPC.

The Form 700 Cover is a Five-Part Document

- Part 1 Office, Agency or Court
- Part 2 Jurisdiction of Office
- Part 3 Type of Statement
- Part 4 Schedule Summary
- Part 5 Verification

Verifying Your information

- Each time you fill out or amend Form 700 you will need to sign the form before you file it.
- Your signature means that you attest to the truth of the information you report on Form 700.
- You may contact the Fair Political Practices Commission (FPPC) for specific and personal guidance with your questions.

Failure to File/Late Filings

- Any person who files a Statement of Economic Interest (Form700) after the deadline imposed by the Political Reform Act is liable for a late fine pursuant to Government Code Section 91013 Fines issued pursuant to this section shall not exceed \$10 per day to a maximum of \$100.