



# County of Santa Clara

Office of the Clerk of the Board of Supervisors

County Government Center, East Wing, 10<sup>th</sup> Floor  
70 West Hedding Street  
San Jose, California 95110-1770

(408) 299-5001 FAX 298-8460 TDD 993-8272

Megan Doyle  
Clerk of the Board

September 2, 2020

Nancy Smith

[REDACTED]  
Sunnyvale, CA 94086

**Subject: Appointment to Unhoused Task Force**

Dear Ms. Smith:

We are pleased to inform you that on **9/1/2020**, you were appointed by the Board of Supervisors to serve on the **Unhoused Task Force**. We thank you for your interest in serving our County.

Included in this packet:

- ☒ **A section of the Brown Act** which applies to the “legislative bodies” of all local public agencies who are “elected” (in the case of Boards and commissions, appointed) but have not yet assumed the duties of the office and must observe the Brown Act nonetheless (government code section 54951, 54952). If you have questions regarding the Brown Act, please feel free to call and ask to speak to the Deputy Clerk who is assigned to your commission.
- ☒ County of Santa Clara Policy Against Discrimination Harassment and Retaliation
- ☒ County of Santa Clara Board of Supervisors Policy on Sexual Harassment
- ☒ Federal Equal Employment Opportunity Commission Guidelines on Sexual Harassment
- ☒ Guidelines for Filing Discrimination/Harassment Complaints and Complaint Form
- ☒ County of Santa Clara Policy on Diversity
- ☒ County of Santa Clara Family Care Expense Reimbursement Policy and Request Form

**State Mandated Ethics Training**

Pursuant to **California Government Code Section 53235**, as a member of a County Brown Act body, you must receive **two hours** of training in local government ethics within one year of assuming office and once every two years thereafter (often referred to as AB1234 ethics training). The County provides a bi-annual training during even-numbered years; notices are sent out to the County’s board and commission members once dates are set, but as an alternative the following option is currently available to meet the requirements for local government ethics training:

- The Fair Political Practices Commission (FPPC) offers **free online training** at <http://localethics.fppc.ca.gov/login.aspx>. This course requires that you log onto the FPPC’s website, review the course content materials, and take periodic tests to assure retention of the information. When you complete the online training, you will be able to print a copy of your Proof of Participation

Certificate. A copy of the signed certificate must be submitted to the Clerk of the Board. For those who choose this option, please be aware that the certificate will record how much time an individual spends to complete the online training. You must complete **at least 2 hours** of training time in order to be compliant with the training requirement. If an individual completes the online training in less than two hours, the certificate will reflect this, indicating that the individual has not completed the required amount of training. It is each official's responsibility to satisfy the two-hour ethics requirement. Therefore, if you choose to take the FPPC online course, we advise that you take your time and read through the materials as they appear on-screen and thoroughly review the questions in each section to insure you dedicate the required two hours to the online course.

Please note that other types of ethics trainings (e.g., State officials' training or other professional ethics classes) cannot be used to satisfy the AB 1234 ethics training requirement. It is extremely important that you are in compliance with the law.

The County is required to maintain records indicating the date you satisfied your training requirement, the entity that provided your training, and a copy of the Proof of Participation Certificate you received.

When you complete the training you will receive a Proof of Participation certificate, please sign the certificate, keep the original for your records and provide a copy certificate to the **Office of the Clerk of the Board, 70 W. Hedding, East Wing, Tenth Floor, Attn: Ethics Training, San Jose, CA 95110.** The certificates will be retained as public records for at least five years.

### **State Mandated Sexual Harassment Prevention Training**

Pursuant to California Government Code Section 53237, as a local agency official, you must receive two hours of training in sexual harassment prevention and education within six months of assuming office and once every two years thereafter. The law requires training and practical guidance regarding the federal and state statutory provisions concerning the prohibition against, and the prevention and correction of, sexual harassment, and the remedies available to victims of sexual harassment, as well as examples aimed at instructing local agency officials in the prevention of discrimination and retaliation. The County provides this training once every six months; notices are sent out to the County's board and commission members once dates are set. Currently, there is no online training option through our office.

Please note AB 1661 requires local agency officials to complete the same training that has been required for supervisory employees under AB 1825. If you have previously received Sexual Harassment Prevention training that meets the requirements of AB 1661 or AB 1825, you may submit a copy of your proof of participation certificate from that training to the Office of the Clerk of the Board, 70 W. Hedding, East Wing, Tenth Floor, San Jose, CA 95110. The certificate must include your name, date of training, name of training provider, and that the training met the requirements of Sexual Harassment Prevention training under AB 1825 (for supervisors) or AB 1661. It is important that you comply with the law. The County is required to maintain records indicating the date you satisfied your training requirement, the entity that provided your training, and a copy of the Proof of Participation Certificate you received. The certificates will be retained as public records for at least five years.

### **Parking Permit Information**

Commissioners who are not county employees may apply to receive an **"A" parking permit** to park in county parking lots. Members are not required to apply, however this permits enables the user to park in designated County parking lots. Permits are not required after 5:00 p.m. in lots at 70 W. Hedding and many other County buildings during normal business hours. If you wish to obtain a permit, please contact Les Clark at (408) 299-5001 for an application. Please return the completed, originally signed application form to the Office of the Clerk of the Board - Records Unit for processing.

If you have any questions, please contact the Records Unit at (408) 299-5001.

Sincerely,

*Les Clark*

Les Clark  
Deputy Clerk of the Board

**Cc: Unhoused Task Force**

## County of Santa Clara Board of Supervisors

Board/Commissions/Committee Appointment



### Unhoused Task Force

Seat Number: 18

Appointing Authority: District 2

Seat Type: **Permanent**

Term Length: 0

### APPOINTMENT DATE

09/01/2020 (New Appointment)

Expires on (none - seat is permanent)

### APPOINTEE

Nancy Smith

[REDACTED]

Sunnyvale, CA 94086

Main: [REDACTED]

Home: [REDACTED]

Email: SmithCouncil@sunnyvale.ca.gov

Business:

Cell: [REDACTED]

### INCUMBENT/FORMER COMMISSIONER

### SEAT QUALIFICATIONS

The Mayor or a City Council member from the City of Sunnyvale.