

**TO: Executive Committee**

**DATE: 11/03/08**

**FROM: WIB Staff**

**For Action**

**For Information**

**For Discussion**

**SUBJECT: Assembly Bill 1234 – Workforce Investment Board Policy**

**PROPOSED MOTION(S): Approve Workforce Investment Board (WIB) Policy regarding WIB Member Reimbursements per Assembly Bill 1234 Guidelines.**

**DISCUSSION: Assembly Bill 1234 (Salinas), Chapter 700, Statutes of 2005 require that a written policy be approved for WIB Member Reimbursements other than meetings of the legislative body, advisory body, or attendance at a conference or organized educational activity.**

**WIB members only receive reimbursements for allowable expenses when representing the WIB at conferences or organized educational activities. The policy reflects allowable reimbursements similar to the Department of Workforce Investment's established policy and procedures for travel and overnight travel reimbursements.**

**This policy fulfills the requirements of AB 1234 as set forth in the Employment Development Department Bulletin No. WIAB06-44 issued January 18, 2007.**

**ATTACHMENT(S):  
WIB Policy AB 1234**



**DEPARTMENT OF  
WORKFORCE INVESTMENT**

**Policy/Procedure  
For  
WIB Member Reimbursements  
AB 1234 (Salinas)**

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**Policy:** Assembly Bill 1234 (Salinas), Chapter 700, Statutes of 2005, requires a local agency that provides reimbursement for expenses to members of its legislative body to adopt a written policy on the duties for which legislative body members may receive compensation, other than meetings of the legislative body or an advisory body, or attendance at a conference or organized educational activity.

Workforce Investment Board members shall only receive reimbursements for allowable expenses when representing the Workforce Investment Board at conferences, or organized educational activities. Reimbursements for Travel and Training shall follow the established Department of Workforce Investment Travel and Training Non-Overnight and Overnight.

Established departmental policies that pertain to this document may be found at:

<http://mc-info/wiws/polproc/Travel - Day.pdf>

<http://mc-info/wiws/polproc/Travel - Overnight.pdf>.

This policy shall fulfill the requirements set forth in the Employment Development Department Bulletin No. WIAB06-44 issued January 18, 2007.

**Responsible Official: Director**  
**Revised/Reviewed: Oct 29, 2008**