


**County of Contra Costa**  
**CLERK OF THE BOARD'S OFFICE**  
**MEMORANDUM**

**DATE:** June 11, 2025

**TO:** Advisory Body Appointees & Staff

**FROM:** Clerk of the Board Staff 

**SUBJECT:** Updated Advisory Body Training Requirements

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To simplify advisory body training requirements and to ensure that appointees receive and are kept current on information relevant to their offices, the Board of Supervisors has adopted updates to the county's training requirements.

**All three required training courses (Brown Act, Ethics, and Implicit Bias) must now be renewed every two years by both advisory body appointees and support staff designated for those bodies.**

Advisory body members should provide their completed training certifications to the applicable advisory body staff person. Staff should continue to keep training certifications for each member with the advisory body's records. Advisory bodies will now also be required to provide a training compliance update to the Clerk of the Board's Office as part of the annual survey of advisory bodies for the Triennial Review. The June 10, 2025 Item C.5 Staff Report detailing the updates is available [here](#).

If you have any questions, please contact Lauren Hull in the Clerk of the Board's Office at [lauren.hull@cob.cccounty.us](mailto:lauren.hull@cob.cccounty.us) or (925) 655-2007. Thank you!

Attachments:

Training Certification Form (also available online [here](#))