

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

DATE: June 29, 2026

TO: Advisory Body Staff

FROM: Clerk of the Board Staff *LH*

SUBJECT: Advisory Body Training Tracking Procedure Updates

The Clerk of the Board's Office is working on an updated procedure for advisory body training requirements. Advisory body training courses and compliance tracking will soon be managed through the county's training software platform, Vector Solutions. This platform will be utilized in lieu of the training certification forms used currently. Moving to Vector Solutions simplifies the training process for both staff and advisory body appointees by allowing staff to more easily track the training status of members and by providing all required training courses to appointees in one location.

In the upcoming months advisory body staff will be provided with login credentials for Vector Solutions and instructions for how to assign training courses to advisory body appointees through the system. Attached is a list of current staff members for each body that will be set up with an account to manage trainings. If any information is outdated, or if you would like to remove or add any staff members, please email lauren.hull@cob.cccounty.us with the updated information by Monday, July 6.

As a reminder, all advisory body appointees are required to complete four training courses within three months of appointment and every two years thereafter. The required courses, which will all be provided through Vector Solutions, are:

1. Brown Act & Better Government Ordinance Training
2. AB 1234 Ethics Training
3. Implicit Bias Training
4. SB 827 Fiscal & Financial Training

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

Attachments (1): Advisory Body Staff List