

**Foothill Employment and Training Consortium Policy Board
Special Meeting – Minutes Regarding Adoption of Code of Conduct
May 6, 2019**

On Monday, May 6, 2019, the Foothill Employment and Training Consortium (FETC) Policy Board met for a special meeting. During that meeting, the Policy Board addressed their responsibility for adopting a code of conduct for the FETC Policy Board and Foothill Workforce Development Board.

There were 2 drafts submitted for discussion and evaluation. After much discussion, the Policy Board expressed the following:

Members of the FETC Policy Board and Foothill Workforce Development Board will sign the new Code of Conduct Agreement and resign every two years

Members of the FETC Policy Board and Foothill Workforce Development Board will attend Ethics and Code of Conduct Training

If a Board Member is unwilling to sign the Code of Conduct Agreement, they are not eligible to sit on either Board

FWDB Staff will keep a record of the signed Code of Conduct Agreement and when Board Members attend the Ethics and Code of Conduct Training. FWDB Staff will send reminders to Board Members when it is time to renew the agreement and attend a training

A motion was made to approve the Code of Conduct as amended based on information shared at the meeting. With six votes, the FETC Policy Board unanimously approved the Code of Conduct Agreement as amended.

Submitted By:

Dianne Russell-Carter
Executive Director
Foothill Workforce Development Board