

## **NOTICE TO THE PUBLIC**

Good morning, my name is **insert name** and in my capacity as Chair of the Santa Barbara Workforce Development Board/Committee, I would like to welcome you to the Board meeting of **insert date**

**As a reminder, I'd like to state that the Workforce Development Board/Committee is dedicated to supporting our community by providing a first-class workforce system for job-seekers and employers, alike. We have responsibility for oversight of public dollars, development of effective and efficient programs, and in partnership with the County of Santa Barbara Board of Supervisors, we assist viable businesses and industry sectors that provide self-sufficient wages to our residents.**

**Procedurally, our Meeting will be conducted as follows:**

**Members of the public who wish to address the Board/Committee, should identify themselves and state their addresses for the record. You should complete a blue comment card located near the door, prior to making comments, and hand to any WDB staff member.**

**The procedure for this meeting is as follows:**

- **WDB support staff will take roll; the Chair will read the opening remarks.**
- **Members of the public wishing to make a comment will then be given three (3) minutes each to comment.**
- **WDB staff and/or Board/Committee Members may present recommendations for an item on the agenda.**
- **Board/Committee members may ask questions of WDB Staff and other Board members.**
- **The Board/Committee may take action on an agenda item.**
- **Copies of the agenda have been placed on the table near the door for your convenience.**
- **WDB Board/Committee members may only discuss items listed on the agenda pursuant to the "Brown Act."**