



Meeting Date: March 25, 2026

Agenda Item: D.3

AGENDA SUMMARY REPORT

SUBJECT:

Board of Directors - Required Trainings for Directors

SUMMARY:

The following trainings and filings are required for Mendocino Transit Authority (MTA) Board Members under California law. If a Director becomes non-compliant, they may not serve on Board committees or subcommittees until compliant. Board Members must provide documentation of completed trainings to the Board Secretary, promptly upon completion, as the Secretary maintains official training compliance records.

AB 1234 (2005) – Ethics Training (Government Code §§ 53234–53235)

- Must be completed within one year of assuming office
- Must be renewed every two years thereafter
- Proof of completion must be provided

AB 1661 (2016) – Sexual Harassment Prevention Training (Government Code § 53237)

- Must be completed within six months of assuming office
- Must be renewed every two years thereafter
- Proof of completion must be provided

California SB 827 — Fiscal and Financial Training for Local Agency Officials

SB 827 adds a new requirement that all local agency officials must complete fiscal and financial training, in addition to existing ethics training.

- The training must be at least 2 hours every 2 years.
- The training covers fiscal and financial topics, such as:
- Municipal budgeting and financial reporting
- Capital financing and debt management
- Cash and investment management
- Ethics of stewarding public resources
- Other fiscal planning and oversight fundamentals

Form 700 – Statement of Economic Interests (Political Reform Act, Government Code § 87100 et seq.)

Board Members must file:

- Assuming Office Statement
- Annual Statement
- Leaving Office Statement

Failure to file may result in penalties imposed by the Fair Political Practices Commission (FPPC).

ATTACHMENTS: 2026 Board-Member-Handbook-WEB and 2026 Appendix A Only-WEB

STAFF RECOMMENDATIONS:

Staff recommends acknowledgment of the required training and filing obligations listed above and continued tracking of compliance.