

**MONTEREY COUNTY**  
**CLERK OF THE BOARD OF SUPERVISORS**

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(831) 755-5066  
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February 15, 2023

Victor Caravez

Dear Mr. Caravez:

Congratulations! At the meeting of February 14, 2023 the Monterey County Board of Supervisors confirmed your reinstatement to the Community Action Commission as a District 1 Representative for Low-Income Residents for a term ending on July 1, 2023. We thank you for your interest in serving our County.

**Certificate of Appointment and Oath of Office**

Enclosed is your Oath of Office. Please have your Oath of Office administered by a staff member of the Clerk of the Board's office, or if you are unable to visit our office you may have a Notary Public administer the oath, which will include a fee. When the Oath has been completed, make two copies of the original (1 for your records & 1 for the committee secretary/clerk) and forward the original to the Clerk of the Board's office. Please be advised that the Oath of Office must be completed and filed before you may officially be seated for the Committee in which you've been appointed.

**Form 700: Statement of Economic Interest**

New appointees must file an assuming office statement no later than 30 days from the date of appointment by the Board of Supervisors. If you have been reappointed, you will receive notification of when to file your annual statement. We encourage you to file online using the County's electronic Form 700 e-filing system known as Netfile ([www.netfile.com/filer](http://www.netfile.com/filer)) or you have the option of completing a hard copy of the Form 700 by visiting the CA Fair Political Practices webpage at (<http://www.fppc.ca.gov/Form700.html>).

Please coordinate with Lauren Suwansupa (filing coordinator) at (831) 755-8492 for questions about your filing or filing electronically. This individual is your first point of contact for technical issues and, if you are a new filer they may be able to assist you in getting a Netfile account created for you.

**State Mandated Ethics Training**

The Fair Political Practices Commission (FPPC) offers **free online training**. This course requires that you log onto the FPPC's website (<http://localethics.fppc.ca.gov/login.aspx>), review the course content materials, and take periodic tests to assure retention of the information. When you complete the online training, you will be able to print a copy of your Proof of Participation Certificate. A copy of the signed certificate must be submitted to the Clerk of the Board. For those who choose this option, please be aware that the certificate will record how much time an individual spends to complete the online training. You must complete **at least 2 hours** of training time in order to be compliant with the training requirement. If an individual completes the online training in less than two hours, the certificate will reflect this, indicating that the individual has not completed the required amount of training. It is each official's responsibility to satisfy the two-hour ethics requirement. Therefore, if you choose to take the FPPC online course, we advise that you take your time and read through the materials as they appear on-screen and thoroughly review the questions in each section to insure you dedicate the required two hours to the online course.

Please note that other types of ethics trainings (e.g., State officials' training or other professional ethics classes) cannot be used to satisfy the AB 1234 ethics training requirement. It is extremely important that you are in compliance with the law.

When you complete the training you will receive a Proof of Participation certificate, please sign the certificate, keep the original for your records, provide a copy to the Clerk of the Board and forward a copy of your training certificate to the committee secretary/clerk.

On behalf of the Monterey County Board of Supervisors, thank you for your willingness to serve. Your participation on the Committee is a vital component in its success, and the Board wishes to express their appreciation. If at any time during your term you find that you are unable to attend the scheduled meetings or complete the duration of the term, please contact your Committee's secretary.

Sincerely,



Emmanuel H. Santos  
Board of Supervisors Clerk

Enclosures: Oath of Office