

COUNTY OF MONTEREY

CLERK OF THE BOARD OF SUPERVISORS

168 West Alisal Street, 1st Floor
SALINAS, CA 93901
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SALINAS, CA 93902
cob@co.monterey.ca.us



September 25, 2024

Jennie M. Clayton

Dear Appointee:

Congratulations! On September 24, 2024 the Board of Supervisors confirmed your appointment to the Behavioral Health Commission for a term ending on May 31, 2027. We thank you for your interest in serving as a Board Member. For more information about this commission please visit: [Boards, Committees and Commissions | County of Monterey, CA.](#)

Oath of Office (Government Code 1360 – 1369)

Following any appointment or reappointment and before any local agency official enters on the duties of office shall take and subscribe the oath or affirmation.

The oath of office can be administered by the Clerk of the Board's office, or a Notary Public. A notary fee may be required. After the oath is taken and subscribed to or affirmed, make one copy for your records. The original shall be mailed, or hand delivered to the Clerk of the Board's office immediately after it is taken. The official record can be requested with the Clerk of the Board's office and or retrieved by using this link [County of Monterey - Calendar \(legistar.com\)](#). **Please note you are not considered a voting member until you take and subscribe to the oath or affirmation, and it is on record with the Clerk of the Board's office.** Oaths are public records and disclosable.

Mandated Ethics Training for Local Agency Officials (Assembly Bill 1234)

Cities, counties and special districts local agency officials are required **to take at least two hours** of ethics training on the ethical standards required of any individual who works in state or local government. Ethics training pursuant to AB 1234 must be completed no later than one year after the first day of service in public office. After the initial training, each official must complete an ethics training course once every two years while in public office.

The Fair Political Practices Commission (FPPC) offers an online **cost free** ethics course for local officials to satisfy the requirements of AB 1234. To create an account, login and take the self-study training course including periodic tests to assure retention of the information access the site here: [Local Officials Ethics Training Course](#). Please note that the state official's ethics course **will not** satisfy the local officials ethics course requirements and vice versa.

At the end of the course a proof of participation certificate will be issued. Your certificate will reflect the time spent on reviewing the materials. If it reflects two hours or less time spent in reviewing the materials the requirements for this training have not been met.

Once your certificate reflects two hours of time spent on the materials please print and sign the certificate. Then make two copies and retain one copy for your records and provide the other copy to the support staff liaison/clerk. The original shall be mailed or hand delivered to the Clerk of the Board's office. Certificates are public records and disclosable.

Mark your calendar two years from the date you took the course to ensure updating your knowledge on ethical standards, is being completed, if you are still in public service.

On behalf of the Board of Supervisors, thank you for your willingness to serve. Your participation is a vital component in our success, and the Board expresses 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 support staff liaison/clerk. You must file a Leaving Office statement if you are required to file a Statement of Economic Interest Form 700 annually. If you are not required to file a Form 700 then disregard this advisement.

Sincerely,



Emmanuel H. Santos
Board of Supervisors Clerk

Enclosures: Oath of Office

CC: Staff liaison/clerk