COMMUNITY HUMAN SERVICES
Conflict of Interest Code

RESOLUTION

WHEREAS, the Political Reform Act of 1974, Government Code 81000, *et seq*, requires state and local government agencies to adopt and promulgate Conflict of Interest Codes, and;

WHEREAS, the California Fair Political Practices Commission (FPCC) has adopted a regulation, 2 Cal Code of Regulations Section 18730, which contains the terms of a standard conflict of interest code, which can be incorporated by reference and which may be amended by the FPPC, after public notice and hearings, to conform to amendments in the Political Reform Act, and;

WHEREAS, Community Human Services must adopt a conflict of interest code pursuant to Government Code Section 81000 *et seq*., along with the attached Appendices A and B in which members and employees are designated and disclosure categories are set forth, as the Conflict of Interest Code for Community Human Services, and;

WHEREAS, the FPCC authorizes an agency wholly within a county to determine and designate positions required to file State of Economic Interest/Conflict of Interest Statements, and;

WHEREAS, a designated employee is an officer, employee, member or consultant of an agency whose position is designated in the code because the position entails the making or participation in the making of governmental decisions that may foreseeably have a material effect on any financial interest, and;

WHEREAS, certain positions should be assigned full disclosure (all investments, interests in real property, sources of income and business positions) because the position makes decisions that affect a wide range of interests, and;

WHEREAS, alternatively, other positions whose decision-making is limited should only be assigned to disclosure of investments, sources of income and business positions in entities that could be affected by purchases that position would make, and;

WHEREAS, the FPPC advises that employees should only disclose economic interests that relate to their job and that the disclosure category assignments must adequately differentiate between positions, and;

WHEREAS, staff has recommended Disclosure Category 1 for full disclosure and Disclosure Category 2 only requiring reporting of financial interest in business entities which services, supplies, materials or equipment of the type utilized by Community Human Services as it relates to duties of the employee's position (Appendix A), and;

NOW, THEREFORE, BE IT RESOLVED, the terms of 2 California Code of regulations section 18730 and any amendments to it duly adopted by the FPPC, along with the following Exhibit A

and Exhibit B, in which officials and employees are designated and disclosure categories are set forth, are hereby incorporated by reference and constitute the Conflict of Interest Code of Community Human Services.

PASSED AND ADOPTED by the Board of Community Human Services at a regular board meeting duly held on the ~~15th day of March, 2012~~ 15th day of January, 2015, by the following vote:

AYES: 10
NOES:
ABSENT:
ABSTAIN:

EXHIBIT A

Designation Category 1 – Full Disclosure

Designated Positions

Chief Executive Officer

Chief Financial Officer

~~Chief Program Officer~~

Senior Program Officer, Outpatient Treatment Centers

Program Officer II, Family Service Centers

Program Officer, Genesis House/Elm House

Senior Program Officer, Off Main Clinic

Program Officer, Youth Services (Safe Place/Safe Passage)

~~Medical Director (consultant)~~

CHS Board Members

Development Director

Designation Category 2 – Limited Disclosure

Designated Positions

~~Human Resources Coordinator~~

~~Executive Assistant~~

Administrative Services Coordinator

Medical Director (consultant)

Board members appointed to Community Human Services by Joint Powers Authority member entities shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure category (Category 1).

Ad hoc consultants hired to perform a range of duties that are limited in scope are thus not required to comply with disclosure requirements. The Chief Executive Officer must make a written determination including a description of the consultant's duties which shall be retained for public inspection along with this Resolution and filed Statements of Economic Interest.

EXHIBIT B

Disclosure Categories

General Provisions:
When a member, officer, employee or consultant who holds a designated position is required to disclose investments and sources of income, he or she shall disclose investments in business entities and sources of income that do business in the jurisdiction, plan to do business in the jurisdiction, or have done business in the jurisdiction within the past two years. In addition to other activities, a business entity is doing business with the jurisdiction if it owns real property within the jurisdiction.

When a designated member, officer, employee or consultant who holds a designated position is required to disclose sources of income, he or she shall disclose gifts receive from donors located inside as well as outside the jurisdiction.

When a designated member, officer, employee or consultant who holds a designated position is required to disclose interests in real property, he or she shall disclose the type of real property described below, if it is located in whole or in part within or not more than two miles outside the boundaries of the jurisdiction, or within two miles of any land owned or used by Community Human Services.

When a designated member, officer, employee or consultant who holds a designated position is required to disclose business position, he or she shall disclose positions in business entities that do business in California, plan to do business in California, or have done business in California within the past two years.

For the purposes of this Conflict of Interest Code, the jurisdiction is the County of Monterey.

Disclosure Category 1:
A member, officer, employee or consultant holding a position assigned to Category 1 shall, in the manner described above, report a) all investments in business entities and sources of income in the jurisdiction; b) interests in real property in the jurisdiction that were acquired by, leased or otherwise used by Community Human Services; and c) his or her status as director, officer, partner, trustee, employee or holder of a management position in any business entity within the jurisdiction.

Disclosure Category 2:

An employee holding a position assigned to Disclosure Category 2 shall, in the manner described above, report all investments, business positions, sources of income and financial interests of any type of or in business entities which provide services, supplies, materials, machinery, or equipment of the type utilized by Community Human Services, as it relates to the duties of the employee's position.