

MONTEREY COUNTY
CLERK OF THE BOARD OF SUPERVISORS

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January 30, 2024

Gabriela Manzo

Dear Appointee:

Congratulations! At the meeting of January 9, 2024 the Monterey County Board of Supervisors confirmed your appointment to the Community Restorative Justice Commission for a term ending on January 9, 2027. 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.

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,

A handwritten signature in blue ink that reads "Emmanuel H. Santos". The signature is fluid and cursive, with a large, stylized initial "E" and a long, sweeping underline.

Emmanuel H. Santos
Board of Supervisors Clerk

Enclosures: Oath of Office