

Monterey County Board of Supervisors

168 West Alisal Street,
1st Floor
Salinas, CA 93901
831.755.5066

Board Order

Upon motion of Supervisor Phillips, seconded by Supervisor Salinas and carried by those members present, the Board of Supervisors hereby:

Adopted Resolution 17-175 to approve and order the amendments to the conflict of interest code of Community Human Services, a copy of which is attached hereto (Attachment C), as revised by the memorandum from the Office of County Counsel (Attachment E).

PASSED AND ADOPTED this 20th day of June 2017, by the following vote, to wit:

AYES: Supervisors Alejo, Phillips and Salinas

NOES: None

ABSENT: Supervisors Parker and Adams

I, Gail T. Borkowski, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book 80 for the meeting June 20, 2017.

Dated: June 21, 2017
File ID: 17-0360

Gail T. Borkowski, Clerk of the Board of Supervisors
County of Monterey, State of California

By Denise Hancock
Deputy

**Before the Board of Supervisors in and for the
County of Monterey, State of California**

Resolution No. 17-175

Resolution approving the amended)
Conflict of Interest Code for)
Community Human Services.....)

WHEREAS, pursuant to Government Code sections 87300 and 87301, Community Human Services of the County of Monterey has adopted a conflict of interest code;

WHEREAS, pursuant to Government Code section 87306, Community Human Services has amended its conflict of interest code as necessitated by changed circumstances;

WHEREAS, pursuant to Sections 82011 and 87303 of the Government Code, the Community Human Services has submitted its amended code to the Monterey County Board of Supervisors, the code reviewing body, for approval;

WHEREAS, the amended conflict of interest code of the Community Human Services department is attached hereto as Attachment C and incorporated herein by reference;

WHEREAS, pursuant to Government Code section 87303, the Board of Supervisors as code reviewing body may approve the code as submitted, revise the proposed code and approve it as revised, or return the proposed code to the agency for revision and resubmission; and

WHEREAS, the proposed code as amended is lawful under the Political Reform Act of 1974;

NOW THEREFORE, BE IT RESOLVED THAT, the Board of Supervisors does hereby approve the amended conflict of interest code for Community Human Services, attached hereto as Attachment C, and direct the Clerk of the Board of Supervisors to notify the Community Human Services of the approval.

PASSED AND ADOPTED upon motion of Supervisor Phillips, seconded by Supervisor Salinas and carried this 20th day of June 2017, by the following vote, to wit:

AYES: Supervisors Alejo, Phillips and Salinas
NOES: None
ABSENT: Supervisors Parker and Adams

I, Gail T. Borkowski, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book 80 for the meeting on June 20, 2017.

Dated: June 21, 2017
File Number: 17-0360

Gail T. Borkowski, Clerk of the Board of Supervisors
County of Monterey, State of California

By *Danise Hancock*
Deputy

COMMUNITY HUMAN SERVICES
Conflict of Interest Code

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 FPCC, 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 FPCC 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 FPCC, 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 September, 2016, by the following vote:

AYES: 11

NOES:

ABSENT:

ABSTAIN:

Designation Category 1 – Full Disclosure

Designated Positions

Chief Executive Officer

Chief Financial Officer

Program Officer, Outpatient Treatment Centers

Program Officer, Family Service Programs

Senior Program Officer, Genesis House / Elm House

Senior Program Officer, Off Main Clinic

Senior Program Officer, Family Services Centers

Program Officer, Youth Services

CHS Board Members

Development Director

Designation Category 2 – Limited Disclosure

Designated Positions

Administrative Services Manager

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.

community
improvement services
hope. help. here.

**Board of Directors
Minutes of Regular Meeting
September 15, 2016**

A. CALL TO ORDER

The meeting was called to order by Alan Cohen, Board Chair, at 11:05 a.m., at the City Hall in Sand City.

B. BOARD ROLL CALL

City of Carmel – (vacant)
City of Del Rey Oaks – Mike Ventimiglia
City of Marina – Nancy Amadeo
City of Monterey – Alan Haffa
City of Pacific Grove – Alan Cohen
City of Salinas – (vacant)
City of Sand City – MaryAnn Carbone
City of Seaside – Mary Mitchell
Carmel Unified School District – Annette Yee-Steck
Monterey County Office of Education – Harvey Kuffner
Monterey Peninsula College – Loren Steck
Monterey Peninsula Unified School District – Alana Myles
North Monterey County Unified School District – Ashley Powers-Clark
Pacific Grove Unified School District – (vacant)
Santa Rita Union School District – (vacant)

C. STAFF & GUEST INTRODUCTIONS

Robin McCrae, Chief Executive Officer
Rosie Angulo, Administrative Services Manager
Bruce Loisel, Senior Program Officer – OMC
Marta Sullivan, Senior Program Officer – OPTC
Sharon Lagana, Chief Financial Officer
Rob Rapp, Development Director
Devon Corpus, Senior Program Officer – FSC
Shirley Millico, Youth Services Program Officer
Shawn Stone, Program Officer – Family Services Programs – FSC
Kristen Moore, CII – OMC
Jennifer Mohler, CII – OMC
Destini Colvin, Officer Manager – Admin
Helga Ralston, CIII – Genesis House
Kendall Lardie, Volunteer Intern – Safe Place

D. PUBLIC COMMENTS:

CEO Robin McCrae introduced new Senior Program Officer Devon Corpus.

Board Chair, Alan Cohen thanked Genesis House for all their hard work during Cookin' for Recovery BBQ at the Good Samaritan Center.

Board Chair, Alan Cohen also presented CEO, Robin McCrae with a condolence card and said the board had contributed \$550 to CHS in her late mother's honor.

E. CONSENT ITEMS:

Motion to approve the Consent Items:

- a. Minutes from the regular board meeting on July 21, 2016 approved.
- b. Disbursements for the period of July 1, 2016 through July 31, 2016 in the amount of \$433,337.86 and period of August 1, 2016 through August 31, 2016 in the amount of \$435,462.42.

M/S/C

L. Steck / M. Mitchell

11/0/0

F. UNIT PRESENTATION -

Senior Program Officer, Bruce Loisel, updated the board on possible slot expansion at Off Main Clinic. Off Main Clinic has requested 60 additional slots due to increasing numbers of methadone clients. Bruce was proud to announce that Off Main Clinic received a generous donation in the amount of \$5,000 from a current client which will be used to enhance the lobby area. A full service coffee cart and snacks will be available for clients in the waiting area, along with new furniture.

Senior Program Officer, Marta Sullivan, introduced CHH, Helga Ralston, who gave a brief presentation about Genesis House. Helga reported that there has been a trend of heroin combined with methamphetamine. Genesis House has teamed with Off Main Clinic to help serve those clients as needed. Recent renovations has boosted client and employee morale.

G. CEO REPORT: Robin McCrae gave a report which was also included in the board packet.

H. DEVELOPMENT REPORT: Rob Rapp gave a report which was also included in the board packet.

I. COMMITTEE REPORTS:

Finance Committee - Annette Yee-Steck reported out for the committee, which met before the board meeting. The dashboard showed accounts receivable were high due to late County payments. All JPA invoices have been sent; four entities have paid. The income statement reflects year-to-date actuals a bit down due to the new Outpatient Treatment Programs, but heading in the right direction, as the projected budget is higher than anticipated.

Personnel Committee – Harvey Kuffner reported out for the committee which met earlier in the month to discuss action items J.1, J.2, J.3, and J.4., which are on the agenda for board approval.

Strategic Planning Committee – Loren Steck reported out for the committee which met earlier in the month to discuss action item J.5, 2016-17 Strategic Plan draft, which is on the agenda for board approval.

J. DISCUSSION/ACTION ITEMS:

1. Reclassification of Safe Passage Program Coordinator to Counselor II

Motion: That the Board approve the reclassification as proposed.

M/S/C M. Mitchell / H. Kuffner 11/0/0

2. Reclassification of Safe Place Counselor II, Basic Center Program to Counseling Intern.

Recommendation: That the Board approve the reclassification as proposed. This will open the door to have licensed eligible staff which would allow Medi-Cal billing in the future.

M/S/C M. Mitchell / M. Ventimiglia 11/0/0

3. Increase hours for a Full-Time regular Office Manager, Safe Place / Safe Passage.

Recommendation: That the Board approve increasing the hours of the position to 40 hours per week, with 29 dedicated to Safe Place and 11 dedicated to Safe Passage.

M/S/C M. Carbone / M. Mitchell 11/0/0

4. Off Main Clinic Part-time Office Assistant

Recommendation: That the Board approve the part-time Office Assistant position to support the recently added perinatal services and increase in treatment slots.

M/S/C L. Steck/ M. Mitchell 11/0/0

5. 2016-17 Strategic Plan

Recommendation: That the Board approve the Strategic Plan as proposed with a recommendation to review the plan every 6 months.

M/S/C M. Mitchell / M. Carbone 11/0/0

* 6. Conflict of Interest Code, Bi-Annual Review of Designated Positions

Recommendation: That the Board approve the Conflict of Interest Code as proposed.

M/S/C L. Steck / H. Kuffner 11/0/0

- K. INFORMATIONAL ITEMS: Board member Annette Yee-Steck asked for a name correction on program narrative to change Captain Cook to Captain Cooper Elementary School.
- L. JPA MEMBER REPORTS: Harvey Kuffner requested that program narratives be sent to JPA member entities.
- Mary Anne Carbone invited everyone to Beach Cleanup Day, Saturday, September 17, 2016 in Sand City.
- M. CHAIR COMMENTS: Alan Cohen thanked all staff and board members for their dedication to Community Human Services.
- N. REQUEST FOR NEXT MEETING: CEO, Robin McCrae requested a date change for next board meeting. Rosie Angulo, Administrative Services Manager, will reach out to all board members to schedule an alternate date/time for October's meeting.
- O. ADJOURNMENT: The meeting was adjourned at 12:30 p.m.

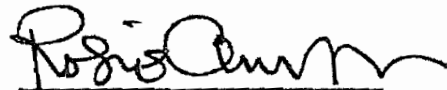
NOTE: Support material for agenda is available for public review at the CHS Administration Office, 2560 Garden Road, Suite 201-B, Monterey, CA 93940 on Tuesday and Wednesday immediately prior to the monthly Board Meeting.

The CHS Board meets regularly on the third Thursday of each month at 11:00 a.m. at Sand City City Hall, One Sylvan Park, Sand City, CA, unless otherwise noted. Board members unable to attend this meeting are asked to contact their alternate and call the CHS Administration Office at (831) 658-3811.

Respectfully submitted:



Robin McCrae
Chief Executive Officer



Rosie Angulo
Administrative Services Manager

MONTEREY COUNTY



OFFICE OF THE COUNTY COUNSEL

CHARLES J. MCKEE, COUNTY COUNSEL

MEMORANDUM

DATE: January 10, 2017

TO: Chair Adams and Members of the Monterey County Board of Supervisors

FROM: Rebecca M. Cenicerros, Deputy County Counsel

SUBJECT: Community Human Services Conflict of Interest Code

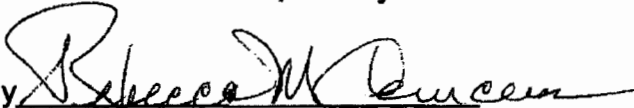
Government Code section 87303(b) provides that the Board, as the code reviewing body for local agencies, may revise a proposed Conflict of Interest Code and approve it, as revised. Community Human Services, a joint powers authority, has submitted an amended Conflict of Interest Code to the Board for review.

County Counsel recommends that the Board revise this Conflict of Interest Code to include a statement that Community Human Services operates entirely within the County of Monterey, thereby establishing that the Monterey County Board of Supervisors is the appropriate code reviewing body.

County Counsel further recommends that the Board revise this Conflict of Interest Code to incorporate the definition of consultants set forth in Title 2 of the California Code of Regulations, section 18700.3 into the Conflict of Interest Code.

County Counsel recommends that the Board approve the proposed Conflict of Interest Code for Community Human Services as so revised

CHARLES J. MCKEE, County Counsel

By 

Rebecca M. Cenicerros
Deputy County Counsel