



Monterey County

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

Board Order

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

Adopted Resolution No. 14-286 approving the amendments to the Conflict of Interest Code of the Monterey County Office of Education.

PASSED AND ADOPTED on this 7th day of October 2014, by the following vote, to wit:

AYES: Supervisors Armenta, Calcagno, Salinas, Parker and Potter

NOES: None

ABSENT: None

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 77 for the meeting on October 7, 2014.

Dated: October 8 2014
File Number: RES 14-091

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. 14-285

Adopt Resolution approving the)
amended Conflict of Interest Code)
of the Monterey County Office of Education.....)

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

WHEREAS, pursuant to Government Code section 87306, the Monterey County Office of Education has amended its conflict of interest code as necessitated by changed circumstances;

WHEREAS, pursuant to Sections 82011 and 87303 of the Government Code, the Monterey County Office of Education 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 Monterey County Office of Education is attached hereto as Attachment B 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 of the Monterey County Office of Education, attached hereto as Attachment B, and direct the Clerk of the Board of Supervisors to notify the Monterey County Office of Education of the approval.

PASSED AND ADOPTED upon motion of Supervisor Salinas, seconded by Supervisor Armenta and carried this 7th day of October 2014, by the following vote, to wit:

AYES: Supervisors Armenta, Calcagno, Salinas, Parker and Potter
NOES: None
ABSENT: None

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 77 for the meeting on October 7, 2014.

Dated: October 8, 2014
File Number: RES 14-091

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

By Denise Hancock
Deputy

Policy
Revised: 09/03/14
Personnel

MONTEREY COUNTY OFFICE OF EDUCATION
Salinas, California
BP 4010

**CONFLICT OF INTEREST CODE OF THE
MONTEREY COUNTY BOARD OF EDUCATION AND
MONTEREY COUNTY SUPERINTENDENT OF SCHOOLS**

The Political Reform Act of 1974, Government Code sections 81000, et seq., requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices commission has adopted a regulation, 2 Cal. Code of Regs. Section 18730, which contains the terms of a standard model Conflict of Interest Code, which can be incorporated by reference, and which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings. Therefore, the terms of 2 Cal. Code of Regs, section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission, along with Appendix A below, 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 the Monterey County Board of Education and Monterey County Superintendent of Schools.

Pursuant to 2 Cal. Code of Regs., section 18730(b)(4), all designated employees shall file statements of economic interests with their agency. Upon receipt of the statement of the members of the Monterey County Board of Education and the Monterey County Superintendent of Schools, the agency shall make and retain a copy and forward the original of the statement to the code reviewing body. Statements for all other designated employees shall be retained by the agency, which, pursuant to Government Code section 81008, shall make the statements available for public inspection and reproduction.

Government Code section 82011(b) states that for any local agency, other than a city agency, with jurisdiction wholly within a county, a county board of supervisors is the governing body for that agency's conflict of interest code. Thus, the Monterey County Board of Education (County Board) and Monterey County Superintendent of Schools (County Superintendent) must complete and submit a biennial notice to the Monterey County Board of Supervisors (Board of Supervisors) stating whether the County Board and County Superintendent's conflict of interest code is in need of amendment. If the County Board and County Superintendent's conflict of interest code needs to be amended, a copy of the amended code and record of the vote must be submitted to the Board of Supervisors within ninety (90) days of the determination by the Monterey County Office of Education that amendments to its code were necessary, in addition to the biennial notice.

Attachments: Appendix A: Designated Positions
Appendix B: Disclosure Categories

Legal References:

GOVERNMENT CODE

81000-81016 Political Reform Act
82011(b) Code reviewing body

2 CAL. CODE OF REGULATIONS

18700(a)(1) Basic Rule; Guide to conflict of interest regulations
18730 Provisions of conflict of interest codes

Adopted: 2/08/77

Revised: 1/27/88; 11/96; 3/01/00; 2/21/01; 8/02; 10/20/04; 10/17/12; 09/03/14

APPENDIX A: Designated Positions

Designated Positions

Members of the Monterey County Board of Education
Monterey County Superintendent of Schools
Deputy Superintendent
Consultants¹ to the Monterey County Board of Education
Consultants¹ to the Monterey County Superintendent of Schools
Members of the Child Care Planning Council
Child Care Planning Council Coordinator
Associate Superintendents
Chief Technology and Operations Officer
Assistant Superintendents
Chief Internal Auditor
Executive Directors
Director IIs
Director Is
Assistant Directors
Administrative Officer
Coordinator/Administrators
Community Affairs Officer
Coordinators
Administrator of Business Services
Manager of Software Systems
Manager of Operations Planning
Manager of Service Desk
Principals
Supervisor of Maintenance and Operations
Supervisor of Transportation

¹ For purposes of this Code, "consultant" has the same meaning as set forth in 2 Cal. Code of Regs. Section 18701(a)(2), as follows:

"Consultant" means an individual who, pursuant to a contract with a state or local government agency:

(A) Makes a governmental decision whether to:

(i) Approve a rate, rule, or regulation;

(ii) Adopt or enforce a law;

- (iii) Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement;
 - (iv) Authorize the agency to enter into, modify, or renew a contract provided it is the type of contract that requires agency approval;
 - (v) Grant agency approval to a contract that requires agency approval and to which the agency is a party, or to the specifications for such a contract;
 - (vi) Grant agency approval to a plan, design, report, study, or similar item;
 - (vii) Adopt, or grant agency approval of, policies, standards, or guidelines for the agency, or for any subdivision thereof; or
- (B) Serves in a staff capacity with the agency and in that capacity participates in making a governmental decision as defined in regulation 18702.2 or performs the same or substantially all the same duties for the agency that would otherwise be performed by an individual holding a position specified in the agency's Conflict of Interest Code under Government Code section 87302.

Consultants to the County Board or County Superintendent shall be subject to disclosure under Category 1, subject to the following limitation:

The County Superintendent may determine in writing that a particular consultant, although a "Designated Employee," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements of Category 1. In such cases, the County Superintendent may designate a different disclosure requirement. Such designation must be made in writing and shall include a description of the consultant's duties and, based upon that description, a statement of the extent of the consultant's disclosure requirements. The County Superintendent's designation must be filed, in advance of disclosure by the consultant, with the agency's conflict of interest code and also filed with the code reviewing body and must be delivered to the consultant along with a copy of the conflict of interest code and the manual and forms for disclosure (FPPC Form 700).

APPENDIX B: Disclosure Categories

General Provisions Applicable to All Designated Positions

When a member, officer, or employee 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 which 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 within the jurisdiction if it owns real property within the jurisdiction.

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

When a designated member, officer, or employee 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 of the boundaries of the jurisdiction, or within two miles of any land owned or used by the County Board or the County Superintendent.

When a designated member, officer, or employee who holds a designated position is required to disclose business position, he or she shall disclose positions in business entities 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.

For purposes of this Conflict of Interest Code, the jurisdiction of the County Board and the County Superintendent is that territory of Monterey County over which the County Superintendent has jurisdiction pursuant to the Education Code.

Persons holding designated positions shall disclose:

- A. All investments and business positions in business entities and sources of income in the jurisdiction;
- B. Interests in real property in the jurisdiction;
- C. His or her status as director, officer, partner, trustee, employee, or holder of a management position in any business entity in the jurisdiction.