



BOARDS & COMMISSIONS FORM 700 FILING

CONFLICT OF INTEREST CODE UPDATE

MAY 7, 2015

WELCOME

Presenters

- Krista Whitman, Assistant County Counsel
- Florence Evans, Assistant Clerk
- Clarice Thomas, Deputy Clerk



BACKGROUND

- Fair Political Practices Commission (FPPC)
- County's Conflict of Interest Code (COI) of Boards, Committees, Commissions & Councils (BCCCs) approved July 1991
- Updated COI, current list of BCCCs & modified disclosure categories to the Board on June 9, 2015
- Statement of Economic Interest (Form 700)

AGENDA

1. Legal Requirements (Political Reform Act)
2. Proposed Conflict of Interest Code & Modified Disclosure Categories
3. Roles of Filing Officer, Filing Official & Members
4. Required Ethics Training AB1234
5. Electronic Filing
6. E-Disclosure
7. Information we need from you
8. Key Dates
9. Nominations & Appointments
10. Additional Resources
11. Questions & Answers





**SORRY
IT'S THE
LAW**

FAIR POLITICAL PRACTICES COMMISSION (FPPC)

POLITICAL REFORM ACT OF 1974

LEGAL REQUIREMENTS

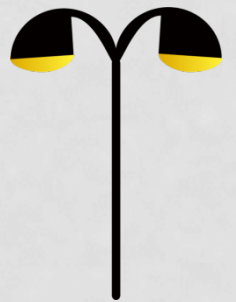
- FPPC REGULATION 18730
- GOVERNMENT CODE SECTION 87300 - 87314
- WHO IS THE CODE REVIEWING BODY
- THE COUNTY'S RESPONSIBILITY
- BOARDS / COMMISSIONS' RESPONSIBILITY
- NONCOMPLIANCE COULD LEAD TO PAYING FINES OR DECLARING THE MEMBER'S SEAT VACANT



CONFLICT OF INTEREST CODE

2015 UPDATE

- Biennial notices mailed on even years by July 1
- COI updates are due the same year by October 1
- Current list of Boards & Commissions
- Modified Disclosure Categories replicating Form 700 Schedules A through F



CONFLICT OF INTEREST CODE MODIFIED DISCLOSURE CATEGORIES

- A. Investments, Income, & Assets of Business Entities/Trusts
- B. Real Property
- C. Income, Loans, & Business Positions
- D. Gifts
- E. Travel Payments, Advances, & Reimbursements
- F. Consultants

FILING OFFICER & FILING OFFICIAL

- FPPC Regulation 18115 outlines the responsibilities of the Filing Officer and Filing Official
- The Filing Officer is the Clerk of the Board (holds original Form 700, sends Biennial Notices & acts as the Filing Official in some cases)
- The Filing Official is the liaison (manages the administrative tasks, keeps membership information current & tracks required Ethics Training)
- Training is available through FPPC

FILER'S ROLE

MEMBERS WHO
SIT ON
BOARDS &
COMMISSIONS

**ACTION
IS
REQUIRED**

- Complete the annual Form 700 before the deadline on April 1.
- File assuming & leaving office statements within 30 days.
- Members cannot vote on agenda matters until a Form 700 is on file!
- Keep contact information current with the Filing Officer.

ETHICS AB1234



- Assembly Bill 1234
- Ethics training is required by all Form 700 filers
- Training is available through the County & FPPC
- Noncompliance may result into member's seat being declared vacant

ELECTRONIC FILING

- Board of Supervisors approved SouthTech Systems eDisclosure
- Designated county employees began filing electronically January 2015 and the response is positive!
- Invitations to training will be sent in November 2015
- Training for Filing Officials and Filers will begin in December 2015
- Boards & Commissions Filers will begin filing electronically January 1, 2016





E-DISCLOSURE BENEFITS FOR FILING OFFICIALS

- Saves you time and money
- Comply with reporting requirements
- Send annual notices and reminders electronically
- Securely file and submit FPPC Form 700 to the filing officer
- Run reports & track filers from the system



E-DISCLOSURE BENEFITS FOR MEMBERS

- File and submit a Form 700 electronically, 24/7, in the privacy of your own secured filing area to your filing officer
- Secured program with password protection
- Easily amend prior forms
- Copy information from prior years' forms
- Assists in accurately completing a Form 700
- Saves you time and money



WHAT WE NEED



1. Current membership & contact information
2. Amended Conflict of Interest Code
3. Documents establishing the Board & Commission
4. Bylaws or Charters
5. Keep us updated

KEY DATES

- Return Membership Confirmation Form by May 13, 2015
- Board of Supervisors approval of proposed COI June 9, 2015
- Approved COI to Boards & Commissions June 10, 2015
- Training information & invitation November 2015
- Training provided to Filing Officials & Filers December 2015



APPOINTMENTS & NOMINATIONS



- No changes have been made to the processes
- Continue submitting Form 700, Assuming & Leaving Office Statements and associated documents to the Clerk of the Board
- Primary Contact: Lorraine Silva at (916) 874-8177, Mail Code: 08-2450
- Mailing Address: 700 H Street, Suite 2450, Sacramento, CA 95814

ADDITIONAL RESOURCES

Training materials, handouts and resources are available online:

<http://www.saccounty.net/form700/Pages/default.aspx>



OVERVIEW

1. FPPC regulations requires the County to update its Conflict of Interest Code and designate positions required to file on a biennial schedule.
2. Board of Supervisors is the Code Reviewing Body and proposed Code is scheduled for adoption June 9, 2015
3. Electronic Filing of Form 700 will be mandatory
4. eDisclosure System training will be available in December 2015
5. Members will file electronically January 2016

CONTACT INFORMATION

General Questions:

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Primary Contacts:

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THANK
YOU