



CONFLICT OF INTEREST CODE AMENDMENT FORM

Name of Agency: Ventura County Human Services Agency
Mailing Address: 855 Partridge Drive
City: Ventura CA ZIP: 93003
Contact Person: Shelly Brown
Phone Number: (805) 477-5302
Email Address: shelly.brown@ventura.org

This agency has reviewed its Conflict of Interest Code and has determined that an Amendment is required for the following reason(s): (check all that apply)

- Adding new positions that must be designated
- Revising Disclosure Categories
- Revising Titles of existing positions
- Deleting Positions that no longer need to be designated
- Revising Filing Officer designee
- Other (describe): _____

Please submit this form along with the Amended Conflict of Interest Code documents to:

Clerk of the Board's Office
800 S. Victoria Ave. #1920
Ventura, CA 93009

Please contact the Clerk of the Board's Office at (805) 654-2251 or email form700clerk@ventura.org if you have any questions.

7 January 2019

Clerk of the Board

**CONFLICT OF INTEREST CODE
VENTURA COUNTY HUMAN SERVICES AGENCY**

The Political Reform Act, Government Code section 81000 et seq., requires local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code Regs., § 18730) which contains the terms of a standard Conflict of Interest Code, which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings.

The terms of California Code of Regulations, Title 2, Section 18730, and any amendment to it duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference as the Conflict of Interest Code for the **VENTURA COUNTY HUMAN SERVICES AGENCY**, and along with the attached Exhibit A, which designates positions requiring disclosure and Exhibit B, which sets forth disclosure categories for each designated position, constitute the Conflict of Interest Code of the **VENTURA COUNTY HUMAN SERVICES AGENCY**. Persons holding positions designated in Exhibit A shall file Form 700 Statements of Economic Interests with the Clerk of the Ventura County Board of Supervisors' Office which shall be the Filing Officer.

IN PREPARING THE FORM 700, DESIGNATED FILERS NEED ONLY DISCLOSE THOSE FINANCIAL INTERESTS FALLING WITHIN THE DISCLOSURE CATEGORIES DESIGNATED FOR THAT FILER'S POSITION AS STATED IN EXHIBITS A AND B.

APPROVED AND ADOPTED this 7 day of January, 2019:

By: 
Print Name: Barry L. Zimmerman
Title: Director

EXHIBIT A – DESIGNATED POSITIONS

| # of POSITIONS | POSITION TITLE | DISCLOSURE CATEGORIES (From Exhibit B) |
|--------------------------|---|---|
| 1 | Director, Human Services Agency | 1 |
| 1 | Chief Deputy Director, Human Services Agency | 1 |
| 4 | Deputy Director, Human Services Agency | 1 |
| 1 | Workforce Innovation and Opportunity Act (WIOA) Executive Director | 1 |
| 1 | Assistant Public Administrator/Guardian-Conservator | 1 |
| 10 | HSA Senior Program Manager | 1 |
| 2 | HSA Senior Administrative Manager | 1 |
| 5 | HSA Senior Administrative Specialist | 1 |
| 1 | HS Program Manager I – RAIN/TLC | 1 |
| 1 | HS Administrative Specialist II | 1 |
| 1 | HS Program Manager I – Homeless Services | 1 |
| 1 | HS Public Authority Administrator | 1 |
| 2 | HSA Administrative Manager | 1 |
| 1 | HS Program Manager I – WIOA/Steps | 6 |
| 1 | HS Senior Program Coordinator | 6 |
| 2 | Manager – Application Development | 1 |
| 1 | Senior Manager, Accounting | 1 |
| 1 | HS Program Manager I – WTW | 6 |
| Consultants ¹ | | |

¹ The disclosure, if any, required of a consultant will be determined on a case-by-case basis by the head of the agency or designee. The determination of whether a consultant has disclosure requirements should be made in writing on a Fair Political Practices Commission Form 805. The determination should include a description of the consultant's duties and based upon that description, a statement of the extent, if any, of the disclosure requirements. Each Form 805 is a public record and should be retained for public inspection either in the same manner and location as the Conflict of Interest Code, or with appropriate documentation at the location where the Conflict of Interest Code is maintained, cross-referencing to the Form 805.

EXHIBIT B – DISCLOSURE CATEGORIES

The terms *italicized* below have specific meaning under the Political Reform Act. In addition, the financial interests of a spouse, domestic partner and dependent children of the public official holding the designated position may require reporting. Consult the instructions and reference pamphlet of the Form 700 for explanation.

Category 1 – BROADEST DISCLOSURE

[SEE FORM 700 SCHEDULES A-1, A-2, B, C, D and E]

- (1) All sources of *income, gifts, loans and travel payments*;
- (2) All *interests in real property*; and
- (3) All *investments and business positions in business entities*.

Category 2 – REAL PROPERTY

[SEE FORM 700 SCHEDULE B]

All *interests in real property*, including *interests in real property* held by *business entities* and trusts in which the public official holds a business position or has an *investment* or other financial interest.

Category 3 – LAND DEVELOPMENT, CONSTRUCTION AND TRANSACTION

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans and travel payments*, from sources which engage in land development, construction, or real property acquisition or sale.

Category 4 – PROCUREMENT

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans and travel payments*, from sources which provide services, supplies, materials, machinery or equipment which the designated position procures or assists in procuring on behalf of their agency or department.

Category 5 – REGULATION AND PERMITTING

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans and travel payments*, from sources which are subject to the regulatory, permitting or licensing authority of, or have an application or license pending before, the designated position's agency or department.

Category 6 – FUNDING

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans and travel payments*, from sources which receive grants or other funding from or through the designated position's agency or department.

**APPENDIX - DESIGNATING OFFICIALS WHO
MANAGE PUBLIC INVESTMENTS**

Pursuant to Government Code section 87200 et seq., certain city and county officials, as well as all “other officials who manage public investments,” are required to disclose their economic interests in accordance with the Political Reform Act. This Appendix provides the relevant definitions for determining which public officials qualify as “other officials who manage public investments,” designates the agency’s positions which qualify as such, and states the Filing Officer for each designated position.

APPLICABLE DEFINITIONS

As set forth in 2 California Code of Regulations section 18701, the following definitions apply for the purposes of Government Code section 87200:

(1) “Other public officials who manage public investments” means:

(A) Members of boards and commissions, including pension and retirement boards or commissions, or of committees thereof, who exercise responsibility for the management of public investments;

(B) High-level officers and employees of public agencies who exercise primary responsibility for the management of public investments, such as chief or principal investment officers or chief financial managers. This category shall not include officers and employees who work under the supervision of the chief or principal investment officers or the chief financial managers; and

(C) Individuals who, pursuant to a contract with a state or local government agency, perform the same or substantially all the same functions that would otherwise be performed by the public officials described in subdivision (1)(B) above.

(2) “Public investments” means the investment of public moneys in real estate, securities, or other economic interests for the production of revenue or other financial return.

(3) “Public moneys” means all moneys belonging to, received by, or held by, the state, or any city, county, town, district, or public agency therein, or by an officer thereof acting in his or her official capacity, and includes the proceeds of all bonds and other evidences of indebtedness, trust funds held by public pension and retirement systems, deferred compensation funds held for investment by public agencies, and public moneys held by a financial institution under a trust indenture to which a public agency is a party.

(4) “Management of public investments” means the following non-ministerial functions: directing the investment of public moneys; formulating or approving investment policies; approving or establishing guidelines for asset allocations; or approving investment transactions.

DESIGNATED POSITIONS AND FILING OFFICERS

Based on the foregoing, the following agency positions and/or consultants qualify as “other officials who manage public investments” and shall file Statements of Economic Interests (Form 700) pursuant to Government Code section 87200 et seq. with the below-designated Filing Officers:

| # of POSITIONS | POSITION TITLE/CONSULTANT | FILING OFFICER (Designate County Clerk of Board [COB] or Local Agency’s Clerk [AC]) |
|-----------------------|----------------------------------|---|
| | | |
| | | |
| | | |
| | | |



**BOARD MINUTES
BOARD OF SUPERVISORS, COUNTY OF VENTURA, STATE OF CALIFORNIA**

**SUPERVISORS STEVE BENNETT, LINDA PARKS,
KELLY LONG, ROBERT O. HUBER AND JOHN C. ZARAGOZA
February 5, 2019 at 8:30 a.m.**

CONSENT - COUNTY EXECUTIVE OFFICE – Adoption of the Amended Conflict of Interest Code for the Human Services Agency.

- (X) All Board members are present.

- (X) Upon motion of Supervisor Zaragoza, seconded by Supervisor Long, and duly carried, the Board hereby approves the recommendations as stated in the respective Board letters for Consent Items 11 – 18, and 32, with a revised Exhibit 1 for Item No. 13.

By:

A handwritten signature in cursive script that reads "Lori Gaines". The signature is written in black ink and is positioned above a horizontal line.

Lori Gaines

Deputy Clerk of the Board

**Agency Report of:
New Positions**

A Public Document

**California
Form 804**

| | | |
|---|--|--|
| 1. Agency Name (Also include, Division, Department, or Region (if applicable)) Ventura County Human Services Agency | | <input type="checkbox"/> Amendment |
| Agency Contact Shelly Brown, Management Assistant IV-C | | Date of Original Filing: 06/29/20 (month, day, year) |
| Phone Number (805) 477-5302 | Email shelly.brown@ventura.org | |

2. New Position Information

| Position Title/Classification and Job Summary | Assigned Category | OR | Disclosure Requirement | Assuming/Start Date (Optional) |
|--|-------------------|----|------------------------|-------------------------------------|
| Administrative Services Director III (see attached job summary) | 1 | | | Start 06 / 29 / 20 m / d / yr |
| | | | | Start ___ / ___ / ___ m / d / yr |
| | | | | Start ___ / ___ / ___ m / d / yr |
| | | | | Start ___ / ___ / ___ m / d / yr |
| | | | | Start ___ / ___ / ___ m / d / yr |
| | | | | Start ___ / ___ / ___ m / d / yr |
| | | | | Start ___ / ___ / ___ m / d / yr |

3. Verification

I have read and understand FPPC Regulations 18700.3 and 18734. I have verified that the disclosure assignment(s) set forth above, is in accordance with its provisions.

| | | | |
|---|--------------------|----------|--------------------|
|  | Melissa Livingston | Director | 06/29/20 |
| Signature | Name | Title | (month, day, year) |

Comment: (Use this space or an attachment for any additional information.)