

Conflict of Interest Code
of the

VERDUGO WORKFORCE DEVELOPMENT BOARD

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 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. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head, or his or her designee. The agency shall make and retain a copy of all statements filed by its WDB Board Members, Alternate Board Members, and its Executive Director/Administrator and forward the originals of such statement to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

VERDUGO WORKFORCE DEVELOPMENT BOARD

EXHIBIT "A"

CATEGORY 1

Persons in this category shall disclose investments, and business positions in and income including gifts, loans and travel payments from:

1. Business entities located within Los Angeles County that train people for employment or employment improvement.
2. Employment agencies located in Los Angeles County.
3. Business entities that employ, or plan to employ, any person who has received Workforce Innovation and Opportunity Act (WIOA) training for which the Verdugo Workforce Development Board was responsible.
4. Persons, for-profit entities, nonprofit entities and any other organization, if the source is of the type to receive program grants or other monies from or through the Verdugo Workforce Development Board.

CATEGORY 2

Persons in this category shall disclose interests in real property within the service area of the Workforce Development Board (e.g. Burbank, Glendale and/or La Canada Flintridge).

Persons are not required to disclose a residence, such as a home or vacation cabin, used exclusively as a personal residence; however, a residence in which a person rents out a room or for which a person claims a business deduction may be reportable.

CATEGORY 3

Persons in this category shall disclose all business positions, investments in, or income (including gifts, loans and travel payments) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclosure.

VERDUGO WORKFORCE DEVELOPMENT BOARD

EXHIBIT "A" (Cont'd)

CATEGORY 4

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the Executive Director/Administrator or his or her designee of the agency.
(See footnote in Exhibit "B" for clarification.)

VERDUGO WORKFORCE DEVELOPMENT BOARD

EXHIBIT "B"

| <u>Designated Positions</u> | <u>Disclosure Categories</u> |
|----------------------------------|------------------------------|
| WDB Members | 1, 2, 3 |
| Executive Director/Administrator | 1, 2, 3 |
| Consultants/New Positions* | 4 |

* Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitations:

The Executive Director/Administrator or his or her designee may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with disclosure requirements in this section. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The Executive Director/Administrator or his or her designee's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Section 81008.)

EFFECTIVE DATE: 07/20/2016