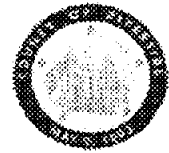


**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

827A



**FROM:** County Counsel


**SUBMITTAL DATE:**  
March 10, 2011

**SUBJECT:** Approval of the Conflict of Interest Code of the Community Colleges-Riverside County Superintendent of Schools Self-Insurance Program for Employees Joint Powers Authority

**RECOMMENDED MOTION:** That the Board of Supervisors approves the Conflict of Interest Code submitted by Community Colleges-Riverside County Superintendent of Schools Self-Insurance Program for Employees Joint Powers Authority.

**BACKGROUND:** Government Code section 87306.5 requires that all local agencies review their Conflict of Interest Code, and the listings of designated positions for employees who must disclose along with the types of disclosure required, and make appropriate amendments to each as required.

(Continued)

  
L. ALEXANDRA FONG, Deputy County Counsel  
for PAMELA J. WALLS, County Counsel

ATTACHMENTS FILED WITH THE CLERK OF THE BOARD

Departmental Concurrence

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ N/A	In Current Year Budget:	N/A
	Current F.Y. Net County Cost:	\$ N/A	Budget Adjustment:	N/A
	Annual Net County Cost:	\$ N/A	For Fiscal Year:	N/A

<b>SOURCE OF FUNDS:</b>	Positions To Be Deleted Per A-30:	<input type="checkbox"/>
	Requires 4/5 Vote:	<input type="checkbox"/>

**C.E.O. RECOMMENDATION:**

APPROVE

BY:   
Denise C. Halden

County Executive Office Signature

- Consent
- Policy
- Consent
- Policy

Dept's Recomm.:

Per Exec. Ofc.:

Approval of Conflict of Interest Code  
Community Colleges-Riverside County Superintendent of Schools Self-Insurance  
Program for Employees Joint Powers Authority  
March 10, 2011  
Page 2

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Government Code Section 82011 identifies the Board of Supervisors for the County of Riverside as the code reviewing body for a local government agency within its county. A local government agency, as defined by Government Code Section 82041, includes a joint powers authority.

The Community Colleges-Riverside County Superintendent of Schools Self-Insurance Program for Employees Joint Powers Authority recently revised its Conflict of Interest Code and has submitted it for approval by the Board of Supervisors as the code reviewing body.

This office has reviewed the revised code and has found that it complies with statutory requirements. It is recommended that the Board of Supervisors approve Community Colleges-Riverside County Superintendent of Schools Self-Insurance Program for Employees Joint Powers Authority's Conflict of Interest Code as revised and that the Clerk of the Board notify the Agency of the action taken.

**CONFLICT-OF-INTEREST CODE FOR  
COMMUNITY COLLEGES-COUNTY SUPERINTENDENT  
SELF-INSURANCE PROGRAM FOR EMPLOYEES**

The Political Reform Act, 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 resolution, 2 Cal. Code of Regs., Section 18730, which contains the terms of the standard 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 its duly adopted by the Fair Political Practices Commission, along with the attached Appendix 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 Community Colleges-County Superintendent Self-Insurance Program for Employees.

Designated employees shall file their statements of economic interest with the Clerk of the Board of Supervisors of Riverside County, which shall make the statements available for public inspection and reproduction (Gov. Code Section 81008).

## APPENDIX A

### DESIGNATED EMPLOYEES

### DISCLOSURE CATEGORIES

Members of the Board	1 – 6 inclusive
Alternates	1 – 6 inclusive
President	1 – 6 inclusive
Vice President	1 – 6 inclusive
Secretary	1 – 6 inclusive
Treasurer	1 – 6 inclusive
Consultants:*	
JPA Manager	1 – 6 inclusive
Legal Counsel	1 – 6 inclusive
Claims Manager	1 – 6 inclusive
Insurance Financial Consultant	1 – 6 inclusive
Insurance Program Consultant	1 – 6 inclusive

- \* With respect to Consultants, the President of the Board may determine in writing that a particular consultant, although a “designated position”, is hired to perform a range of duties that are limited in scope and thus is not required to comply with the disclosure requirements described in this Section. Such determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. A copy of this determination shall be retained by Community Colleges-County Superintendent Self-Insurance Program for Employees. Nothing herein excuses any such consultant from any other provision of the Conflict-of-Interest Code.

### DISCLOSURE CATEGORIES

1. Investments and business positions in business entities, and sources of income, including loans, gifts, and travel payments, of the type to contract with the agency to supply materials, commodities, supplies, books, machinery, vehicles or equipment utilized by the agency.
2. Investments and business positions in business entities, and sources of income, including loans, gifts, and travel payments, that are contractors, or subcontractors, engaged in the performance of work or services of the type utilized by the agency, including but not limited to, insurance companies, carriers, holding companies, underwriters, agents or accounting firms.
3. Investments and business positions in business entities, and sources of income, including loans, gifts, and travel payments, that have filed claims, or have claims pending against the agency.
4. Investments and business positions in business entities, and sources of income, including loans, gifts, and travel payments, from banks or savings and loans.

5. Investments and business positions in business entities, and sources of income, including loans, gifts, and travel payments, from entities in which the Authority is empowered to invest its funds.
6. Interests in commercial real property (or interests in real property used for commercial leasing purposes).

**WRITTEN EXPLANATION OF REASONS  
FOR DESIGNATIONS AND DISCLOSURE RESPONSIBILITIES**

**COMMUNITY COLLEGES-COUNTY SUPERINTENDENT  
SELF-INSURANCE PROGRAM FOR EMPLOYEES**

**DESIGNATION**

The positions of Board Member, Alternate, President, Vice President, Secretary, Treasurer, and Consultant (JPA Manager, Legal Counsel, Claims Manager, Insurance Financial Consultant, and Insurance Program Consultant), have been designated as those positions subject to the provisions of the Conflict-of-Interest Code in that those positions are the only positions that have any substantial responsibility relative to the Community Colleges-County Superintendent Self-Insurance Program for Employees decision making process or policy.

**DISCLOSURE RESPONSIBILITIES**

The categories relative to the types of interest that must be disclosed are based upon the types of financial interests relevant to the Community Colleges-County Superintendent Self-Insurance Program for Employees business, which is confined to providing various types of insurance coverage to local public entities.

**COMMUNITY COLLEGES-COUNTY SUPERINTENDENT  
SELF-INSURANCE PROGRAM FOR EMPLOYEES  
CONSULTANT POSITION DESCRIPTION/DISCLOSURE CATEGORIES**

**JPA Manager:**

Performs a variety of administrative duties for the JPA; such duties include attending Board of Directors meetings, creation of Board agenda, cover pages and minutes, collection of statements of economic interest for all Board members, alternates and officers, and submission of such statements to the Clerk of the Board of Supervisors of Riverside County.

**Disclosure Categories: 1 – 6 inclusive**

**Legal Counsel:**

Advises the JPA on legal and regulatory matters affecting its operations

**Disclosure Categories: 1 – 6 inclusive**

**Claims Manager:**

Investigates, and subject to the direction and control of the Board, negotiates and settles claims on behalf of the JPA

**Disclosure Categories: 1 – 6 inclusive**

**Insurance Financial Consultant:**

Reviews financial data relating to the JPA's self-insured program and provides the following services:

- (1) Prepare Comprehensive Financial Management Information Report(s)
- (2) Provide Management's Discussion & Analysis (MD&A) services in compliance with Governmental Accounting Standards Board (GASB) 34.
- (3) Provide accounting services

**Disclosure Categories: 1 – 6 inclusive**

**Insurance Program Consultant:**

Assists the JPA in the design, implementation, evaluation or modification of one or more of its self-insurance programs

**Disclosure Categories: 1 – 6 inclusive**

FORM APPROVED COUNTY COUNSEL

BY: L. Alexandra Fong 3/10/11  
L. ALEXANDRA FONG DATE