



# SONOMA COUNTY

575 ADMINISTRATION  
DRIVE, ROOM 102A  
SANTA ROSA, CA 95403

## Summary Report

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**Agenda Date:** 4/2/2019

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**To:** Board of Supervisors

**Department or Agency Name(s):** County Counsel and Human Resources

**Staff Name and Phone Number:** Marcia Chadbourne 565-2421

**Vote Requirement:** Majority

**Supervisorial District(s):** All

**Title:**

County of Sonoma Conflict of Interest Code Update-Human Resources

**Recommended Actions:**

Adopt the resolution revising the conflict of interest code for the Human Resources Department, County of Sonoma.

**Executive Summary:**

The recommended action revises the County of Sonoma's Conflict of Interest Code for the Human Resources Department. This is a process to protect the public's best interest by ensuring government employees are not making decisions to promote their own financial interests. Pursuant to state law, every two years County departments review positions as having authority to influence spending and recommend changes to comply with the law.

**Discussion:**

State law requires that each local public agency adopt a conflict of interest code identifying (1) those positions in which officers or employees make decisions affecting government spending ("designated employees"), and (2) the types of personal interests which could be affected by those decisions ("disclosure categories").

State law requires at the close of each even numbered year, every public agency review its code and determine whether any changes should be made. In the fall of 2018, the Clerk of the Board contacted all Department Heads and requested a review of the list of designated employees related to their department. These changes were approved by your Board on January 29, 2019, Resolution No. 19-0030. The Human Resources Department has identified other changes to reflect new job classifications added, and positions

deleted, and the attached resolution incorporating these changes are outlined in Attachment A. County Counsel has reviewed and approved these changes.

**Prior Board Actions:**

January 29, 2019: Approved Conflict of Interest Code amendments for various departments.

**FISCAL SUMMARY**

<b>Expenditures</b>	<b>FY 18-19 Adopted</b>	<b>FY19-20 Projected</b>	<b>FY 20-21 Projected</b>
Budgeted Expenses			
Additional Appropriation Requested			
<b>Total Expenditures</b>			
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies			
<b>Total Sources</b>			

**Narrative Explanation of Fiscal Impacts:**

This action is administrative; no budgetary impacts are associated with this action.

<b>Staffing Impacts:</b>			
<b>Position Title (Payroll)</b>	<b>Monthly Salary Range (A - I Step)</b>	<b>Additions (number)</b>	<b>Deletions (number)</b>

**Narrative Explanation of Staffing Impacts (If Required):**

Not Applicable

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**Attachments:**

Resolution with Appendices A and B

**Related Items “On File” with the Clerk of the Board:**

None