

BUTTE SCHOOLS SELF-FUNDED PROGRAMS

POLICIES & PROCEDURES MANUAL

Subject: **CONFLICT OF INTEREST CODE**

Section: **1.15**

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 regulation, 2 Cal. Adm. Code Section 18730, which contains the terms of a 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. Adm. Code Section 18730 and any amendments to it 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 Butte Schools Self-funded Programs.

Pursuant to Section 4(A) of the standard Code, designated employees shall file statements of economic interests with the agency. Upon receipt of the statements of the members of the Board and the designated parties, the agency shall make and retain a copy and forward the original of these statements to the Fair Political Practices commission.

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APPENDIX

<u>Designated Positions</u>	<u>Disclosure Category</u>
Board Member	All
Alternate Board Member	All
Executive Director	All
Consultant ¹	All
Third Party and/or Claims Administrator	All
Insurance Broker	All
Risk Manager	All
General Counsel	All

Disclosure Categories

1. Investments and business positions in business entities, and sources of income, of the type of 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, which are contractors, or subcontractors, engaged in the performance of work on 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, which have filed claims, or have claims pending against the agency.
4. Investments and business positions in business entities, and sources of income, from banks or savings and loans.
5. Investments and business positions in, and income 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).

¹ With respect to Consultants, the President of the Board may determine in writing that a particular consultant, although a "designated person", is hired to perform a range of duties that are limited in scope and thus is not required to comply with disclosure requirements described in this Section. Such determination shall include a description of the consultant's duties and, based upon that description of the consultant's duties, a statement of the extent of disclosure requirements. A copy of this determination shall be retained by the Butte Schools Self-funded Programs Joint Powers Authority. Nothing herein excuses any such consultant from any other provisions of the Conflict of Interest Code.

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Designations

The positions of Board Member, Executive Director and Consultants have been designated as those positions subject to the provisions of the Conflict of Interest Code in that those positions are the only positions having any substantial responsibility relative to the Butte Schools Self-Funded Programs Joint Powers Authority (hereinafter referred to as BSSP) decision making process or policy. The term consultant includes the insurance brokers, the general counsel, the risk manager and the third party and/or claims administrator even though said positions are separately specified as well.

Disclosure Responsibilities

The categories relative to the types of interests that must be disclosed are based upon the types of financial interests relevant to the BSSP business which is confined to providing various types of insurance coverage to local public entities.