Q. SAMPLE CONFLICT OF INTEREST POLICY

WRITTEN EXPLANATION OF REASONS FOR DESIGNATIONS AND DISCLOSURE RESPONSIBILITIES

DESIGNATIONS
The position of Board Member, Administrator and Consultant have been designated as those positions subject to any provisions of the Conflict of Interest Code in that those positions are the only positions having any substantial responsibility relative to the ANY JPA decision making process or policy. The term Consultant includes insurance brokers, general counsel, risk manager and 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 ANY JPA business which is confined to providing various types of insurance coverage to local public entities.
CONFLICT OF INTEREST CODE

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., 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 to the Political Reform Act after public notice hearings. Therefore, the terms of 2 Cal. Code of Regs., 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 ANY JPA.

Designated employees shall file their statements of economic interest with ANY JPA which shall make the statements available for public inspection and reproductions. (Gov. Code Section 81008)
CONFLICT OF INTEREST CODE FOR ANY JPA

APPENDIX A

DESIGNATED EMPLOYEES

Executive Committee
Members of the Board of Directors
Alternates to the Board of Directors
Chairperson
Vice-Chairperson
Secretary
Treasurer
Administrator
General Counsel
Insurance Broker
Claims Manager
Risk Manager
Consultants*

DISCLOSURE CATEGORIES

1. Investments and business positions in business entities, and sources of income, 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, which are contractors, or subcontractors, engaged in the performance of work or services of the type utilized by the agencies, including but not limited to, insurance companies, carriers, holding companies, underwriters, agents or accounting firms.

3. Investment and business positions in business entities, and sources of income, which have files claims, or have claims pending against the agency.

4. Investments and business positions in business entity, and sources of income from bank savings and loans.

5. Investments and business positions in, and income from, entities in which the Authority is empowered to invest its funds.

6. Interest in commercial real property (or interests in real property used for commercial leasing purposes).

* With respect to consultants, the Chairperson of the Board, in absence of an Administrator, however, 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 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 ANY JPA. Nothing herein excuses any such consultant from any other provision of the Conflict of Interest Code.
PUBLIC NOTICE RELATIVE TO CONFLICT OF INTEREST CODE

Please take notice that on ____________, at its Executive Committee meeting commencing at ____________, the ANY JPA will hold a public hearing relative to its Conflict of Interest Code and may thereafter adopt said code. The aforementioned proposed code is attached hereto as Exhibit “A” and is hereby incorporated by reference. Public written comments relative to said code may be submitted to the ANY JPA on ____________, up to and including 5:00 p.m. on ____________, in care of ________, or may be delivered to or orally presented at the meeting on ____________, which will commence at ____________ at ____________. Any inquiries relative to the proposed code may be directed to (list name, position, address and phone number).

The ANY JPA has prepared a written explanation of the reasons for the designations and the disclosure responsibilities, and has available said material and all material upon which its proposal is based through ________.

DATED:____________________

BY:___________________________