



## Clerk of the Board of Supervisors

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**Susan Novak**  
*Clerk of the Board*

February 10, 2012

TO: Planning Commissioners; Members of County Boards, Commissions and Committees

FROM: Susan Novak, Clerk of the Board

SUBJECT: AB 1234 Mandatory Ethics Training

Assembly Bill No. 1234, effective January 1, 2006, mandates two hours of ethics training for local agency officials every two years. Gov't Code § 53234, et seq. On June 22, 2010, the Board of Supervisors adopted an AB 1234 ethics training policy which clarifies ethics training requirements in the County. Under the policy, the following officials are required to undergo AB 1234 ethics training:

1. All County elected officials.
2. Members of all boards, commissions & committees (BCC's) under the jurisdiction of the Board of Supervisors that are subject to the Brown Act (i.e., the BCC was created by a legislative body, such as the Board of Supervisors) *and* who either receive compensation for their service *or* are reimbursed for their expenses (i.e., receive a stipend or per diem; reimbursement for mileage, meals, or transportation; parking validation; or workshop, training or conference costs paid by the County, etc.).

Members of BCC's in this category have to comply with AB 1234, even if they do not file Statements of Economic Interests (Form 700's) and even if their BCC is solely advisory.

3. Members of all BCC's under the jurisdiction of the Board of Supervisors who are designated filers under the County's Conflict of Interest Code (i.e., file Form 700's).

A copy of the policy is attached. The policy is also available on the Clerk of the Board's Internet site ([www.oc.ca.gov/cob](http://www.oc.ca.gov/cob) - click on "Ethics Training AB 1234" on the left menu pane. Code is "ethics").

Officials must complete their ethics training no later than one year after their first day of public office. After the initial training, the official must complete training once in each subsequent two-year period. The training must cover both ethics laws and ethics principles. Officials who fail to complete the mandatory training will be removed from their BCC position.

Self-study materials, consisting of a handbook entitled "Government Ethics Handbook for AB 1234 Compliance," a self-assessment test and answer key, and proof of completion certificate are available at no charge on the County Counsel Intranet site, <http://tech.ocgov.com/coco/index.html>. There is a link to this site on the Clerk of the Board's Intranet site, [http://ocintranet.ocgov.com/COB\\_Intranet/COB\\_intranet.asp](http://ocintranet.ocgov.com/COB_Intranet/COB_intranet.asp). The materials are also available on the Clerk of the Board's Internet site, [www.oc.ca.gov/cob](http://www.oc.ca.gov/cob). (Click on "Ethics Training AB 1234" on the left menu pane. Code is "ethics.") You will also be able to obtain these materials from the County department contact assigned to your board, commission or committee.

After reading the Government Ethics Handbook, you must take a self-graded assessment test and then fill out a certificate of completion. The original certificate of completion (not the self-assessment test) should be filed with your department contact. Your department contact person will forward appropriate Certificates

of Completion to the Clerk of the Board's Office. The certificates will be retained as public records for at least five years. We suggest that you also keep a copy of the certificate of completion for your own records.

Alternatively, in-person regional and statewide training opportunities are periodically offered by organizations such as the California State Association of Counties, the League of California Cities and the Institute for Local Government. The Fair Political Practices Commission offers free on-line training. Information about AB 1234 is also available at the websites of the California Attorney General at <http://ag.ca.gov/ethics/>, the Fair Political Practices Commission at [www.fppc.ca.gov/index.php?id=477](http://www.fppc.ca.gov/index.php?id=477), and the Institute for Local Government at [www.ca-ilg.org/taxonomy/term/198/all](http://www.ca-ilg.org/taxonomy/term/198/all).

If you have any questions regarding these requirements, please contact your County department contact.





**AGENDA STAFF REPORT**

ASR Control 10-000798

**MEETING DATE:** 06/22/10  
**LEGAL ENTITY TAKING ACTION:** Board of Supervisors  
**BOARD OF SUPERVISORS DISTRICT(S):** All Districts  
**SUBMITTING AGENCY/DEPARTMENT:** Clerk of the Board (Approved)  
**DEPARTMENT CONTACT PERSON(S):** Darlene J. Bloom, (714) 834-2206  
 Ann Fletcher, (714) 834-3300

**SUBJECT:** AB 1234 Ethics Training Policy

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<b>CEO CONCUR</b> Concur	<b>COUNTY COUNSEL REVIEW</b> Concur with Recommendation	<b>CLERK OF THE BOARD</b> Consent Calendar 3 Votes Board Majority
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**Budgeted:** N/A                                      **Current Year Cost:** N/A                                      **Annual Cost:** N/A

**Staffing Impact:** No                                      **# of Positions:**                                      **Sole Source:** N/A  
**Current Fiscal Year Revenue:** N/A  
**Funding Source:** N/A

**Prior Board Action:** N/A

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**RECOMMENDED ACTION(S):**

Adopt AB 1234 Ethics Training Policy as outlined in Exhibit A

**SUMMARY:**

Clerk of the Board and County Counsel request that your Board formally adopt the attached AB 1234 Ethics Training Policy.

**BACKGROUND INFORMATION:**

Assembly Bill No. 1234, effective January 1, 2006, requires certain public officials of cities, counties and special districts to take an ethics training course every two years. Gov't Code secs. 53234 through 53235.2.

Under AB 1234, the following officials are required to take ethics training: Elected officials; members of all boards, commissions & committee (BCCs) under the jurisdiction of the Board of Supervisors that are subject to the Brown Act and who either receive compensation for their service or are reimbursed for their expenses; and any County employees designated by the Board of Supervisors. In addition, we recommend that members of all BCCs under the jurisdiction of the Board of Supervisors who are

