

 <p>MORONGO BASIN HEALTHCARE DISTRICT</p>	<p><b>DEPARTMENT / MANUAL: ADMINISTRATIVE MANUAL</b></p>
<p>ORIGINAL DATE: September 2004</p>	<p>REVIEW &amp; REVISION DATES: 9/04, 6/08, 8/12, 6/13, 12/15, 9/16, 9/18</p>
<p>TITLE: <b>CONFLICT OF INTEREST CODE</b></p>	<p>APPROVED BY:</p> <p>ADMIN:  Date: <u>9-5-18</u></p> <p>CEO:  Date: <u>9-6-18</u></p> <p>GOVERNING BOARD: Date:</p>

**PURPOSE**

**Standard Code of FPPC** – The Political Reform Act of 1974 (Gov. Code, §81000 et seq.) requires each state and local government agency to adopt and promulgate a conflict of interest code. Hi-Desert Memorial Health Care District has adopted such a code that should be revised and updated. The Fair Political Practices Commission (FPPC) has adopted a regulation (2 Cal. Code of Regs., §18730), which contains the terms of a standard conflict of interest code that can be incorporated by reference as a district's code. After public notice and hearing, the regulation may be amended by the FPPC to conform to amendments in the Political Reform Act.

**POLICY**

- Adoption of Standard Code of FPPC** – The terms of Title 2, California Code of Regulations, section §18730 and any future amendments to it duly adopted by the FPPC are hereby incorporated by reference. This regulation and the Appendix attached hereto designating officials and employees and establishing disclosure categories shall constitute the Conflict of Interest Code of the Hi-Desert Memorial Healthcare District. This Conflict of Interest Code shall take effect when approved by the Hi-Desert Memorial Healthcare District Board of Directors and shall thereupon supersede all prior codes adopted by the Hi-Desert Memorial Healthcare District.
- Filing of Statements of Economic Interests** – Pursuant to the standard conflict of interest code, designated employees set forth in the appendix shall file statements of economic interests with the Board Clerk of the Hi-Desert Memorial Health Care District. Upon receipt of the statements of the members of the Board of Directors and the Chief Executive Officer, the Board Clerk shall make and retain copies and forward the originals of these statements to the Clerk of the San Bernardino County Board of Supervisors. Statements for all other designated employees shall be retained by the Hi-Desert Memorial Health Care District.

**PROCEDURE**

- Officials Who Manage Public Investments** – District officials who manage public investments as defined by 2 Cal. Code of Regs., §18701(b), are NOT subject to the District's

(Governance Code, §87200 et seq.) [2 Cal. Code of Regs., §18730(b)(3)]. These positions are listed here for informational purposes only. It has been determined that the positions listed below are officials who manage public investments:

- a. Members of the District Board of Directors -----1
- b. Chief Executive Officer -----1
- c. Controller -----1
- d. Designated Positions Governed by the Conflict of Interest:
  - Director of Communication-----4
  - Director of Operations-----4
  - Director of Business Development-----4
  - Director of Public Health-----4
  - Executive Director, Morongo Basin Community Health Center -----3
  - Financial Director, Morongo Basin Community Health Center -----3
  - General Counsel-----1, 2
  - President, Foundation-----4
  - Foundation Board of Directors -----4
  - Members of the Community Health Centers Governing Board -----4
  - Consultants and new positions -----1

Consultants shall disclose all sources of income, interests in real property and investments, and business positions in business entities.

Individuals providing services as a Consultant defined in Regulation 18701, or in a new position created since this Code was last approved that makes or participates in making decisions shall disclose pursuant to the broadest disclosure category in this Code subject to the following limitation:

The Chief Executive Officer may determine that due to the range of duties or contractual obligations, it is more appropriate to assign a limited disclosure requirement. A clear explanation of the duties and a statement of the extent of the disclosure requirements must be in a written document. (Gov. Code Sec. 82019; FPPC Regulations 18219 and 18734.). The Chief Executive Officer's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code. (Gov. Code Sec. 81008.)

2. **Disclosure Categories** – The disclosure categories listed below identify the types of investments, business entities, sources of income, or real property which the Designated Employee must disclose for each disclosure category to which he or she is assigned.
- Category 1: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are located in, do business in, or own real property within the jurisdiction of the District.
  - Category 2: All interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the jurisdiction of the District.
  - Category 3: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles, or equipment of a type utilized by the District.

- Category 4: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles, or equipment of a type purchased or leased by the Designated Position's department, unit or division.

Attachment: Regulations of the Fair Political Practices Commission, Title 2, Division 6 of the California Code of Regulations §18730 (PDF)