



# Board Agenda Item 50

DATE: August 5, 2025

TO: Board of Supervisors

SUBMITTED BY: Hollis Magill, Director of Human Resources

SUBJECT: Amendments to Department Conflict of Interest Codes

RECOMMENDED ACTION(S):

**Approve amendments to Department Conflict of Interest Codes, on file with the Clerk of the Board of Supervisors, to become effective August 5, 2025.**

Approval of the recommended action will ensure County department compliance with the Conflict of Interest Code. This item is countywide.

ALTERNATIVE ACTION(S):

Should the recommended action not be approved, the result will be non-compliance with Government Code Section 87302 (Conflict of Interest Code).

FISCAL IMPACT:

There is no fiscal impact associated with the recommended action.

DISCUSSION:

The Political Reform Act of 1974 requires every public agency to adopt a Conflict of Interest Code, which lists the positions within the agency that are involved in the making of decisions, which may foreseeably have a material effect of any financial interest. For each such listed position, the specific types of investments, business positions, interests in real property, and sources of income, which are reportable are listed.

In 1999, your Board adopted a Standard Conflict of Interest Code for all County departments (amended October 2, 2007) along with the Exhibits "A" and "B" for each county department. Each departmental Code consists of three parts:

- Standard main text, which sets forth the technical requirements for filing reports, etc.;
- Exhibit "A" that details the designated positions that must disclose personal financial information annually; and,
- Exhibit "B" that details the categories and conditions under which these employees must disclose financial information.

All County departments have completed the annual review of their Conflict of Interest Code Exhibits "A" and "B" to determine if any amendments are necessary. The amendments to departments' Exhibit "A" are primarily a result of classification or organizational changes approved by your Board. The Conflict of Interest

Code amendments to Exhibits "A" and "B" are summarized by the Department of Human Resources on Attachment "A".

REFERENCE MATERIAL:

BAI #27, October 2, 2007  
BAI #28, February 23, 1999

ATTACHMENTS INCLUDED AND/OR ON FILE:

Attachment A  
On file with Clerk - Exhibits A, B, and Signature Pages

CAO ANALYST:

Sevag Tateosian