

**EXECUTIVE OFFICE**



**BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES**

**EDWARD YEN**  
EXECUTIVE OFFICER

**COUNTY OF LOS ANGELES  
EXECUTIVE OFFICE  
BOARD OF SUPERVISORS**

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**MEMBERS OF THE BOARD**

HILDA L. SOLIS

HOLLY J. MITCHELL

LINDSEY P. HORVATH

JANICE HAHN

KATHRYN BARGER

June 25, 2024

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**CONFLICT OF INTEREST CODES  
(ALL DISTRICTS) (3-VOTES)**

**SUBJECT**

Approval of Conflict of Interest Codes.

**IT IS RECOMMENDED THAT THE BOARD:**

Approve the Conflict of Interest Codes for the Greater Los Angeles County Vector Control District, Hacienda La Puente Unified School District, and Hawthorne School District to be effective the day following your Board's approval.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Pursuant to Government Code Section 87300, every local government agency must adopt and promulgate a Conflict of Interest Code. Agencies are required to amend their Conflict of Interest Codes when necessitated by changed circumstances pursuant to Government Code Section 87306.

In accordance with the Political Reform Act of 1974, the Board of Supervisors is the code reviewing body for Los Angeles County. The Board of Supervisors must approve an agency's code before it can take effect.

The proposed Conflict of Interest Codes have been thoroughly reviewed and approved by the code review staff in accordance with the procedures established by your Board.

**Implementation of Strategic Plan Goals**

Approval of the attached codes broadly supports the County’s strategic plan of pursuing Operational Effectiveness, Fiscal Responsibility and Accountability.

**FISCAL IMPACT/FINANCING**

Local governmental agencies must have a Conflict of Interest Code in which individuals in designated positions are required to disclose financial interests at a level appropriate to their decision-making authority.

Adoption of a Conflict of Interest Code deters potential conflicts of interest, thereby averting misuse of public funds.

The recommended action has no effect on budget revenues or expenditures.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

Pursuant to Government Code Section 87300, the code review staff recommends that your Board approve the Conflict of Interest Codes for the agencies listed below.

**SUBSTANTIVE CHANGES:**

(Greater Los Angeles County Vector Control District)

- Revises language in two disclosure categories.
- Removes an unnecessary disclosure category from the code.
- Adds 10 positions to the code.
- Changes the titles of four positions.
- Adds a footnote regarding consultants/new positions.

(Hacienda La Puente Unified School District)

- Removes an unnecessary disclosure category from the code.
- Changes the titles of four positions.
- Expands the disclosure of two positions.
- Deletes two positions from the code due to reorganization.
- Adds two positions to the code.

(Hawthorne School District)

- Removes an obsolete disclosure category from the code.
- Changes the titles of six positions.
- Deletes two positions from the code as they no longer exist in the district.
- Adds one position to the code.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approving the attached Conflict of Interest Codes for these agencies will further the purposes of the Political Reform Act of 1974 by requiring the individuals designated in each agency’s code to disclose appropriate economic interests.

**CONCLUSION**

If you have any questions, you may contact Nanette Herrera, Deputy Executive Officer, at (213) 633-5722; or your staff may contact Don Garcia, Chief, Conflict of Interest/Lobbyist Division, at (213) 974-1578.

Respectfully submitted,

A handwritten signature in cursive script that reads "Edward Yen".

Edward Yen  
Executive Officer

EY:pn

Enclosures

c: Chief Executive Officer  
County Counsel

## **PROPOSED CODE**

### **Conflict of Interest Code** **Of the**

### **GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT**

#### **Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference**

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. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

#### **Place of Filing of Statements of Economic Interests**

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head; or his or her designee. The agency shall make and retain a copy of all statements filed by its Trustees and its General Manager and forward the originals of such statements to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

## PROPOSED CODE

### GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT

#### EXHIBIT "A"

##### CATEGORY 1

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

~~Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.~~

**Persons are not required to disclose a residence, such as a home or vacation cabin, used exclusively as a personal residence; however, a residence in which a person rents out a room or for which a person claims a business deduction may be reportable.**

##### CATEGORY 2

Persons in this category shall disclose all investments and business positions.

##### CATEGORY 3

Persons in this category shall disclose all income and business positions.

##### CATEGORY 4

Persons in this category shall disclose all business positions, investments in, or income (including gifts, ~~and loans,~~ **and travel payments**) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclosure category.

##### CATEGORY 5

~~Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.~~

~~In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendation or counsel to the~~

## **PROPOSED CODE**

### **GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT**

#### **EXHIBIT "A" (cont'd)**

~~agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the executive officer (or head) of the agency.~~

#### **CATEGORY 6-5**

Persons in this category shall disclose all business positions, investments in, or income (including gifts and loans) received from:

Business entities that are subject to inspection or enforcement action by the designated positions in their capacity as employees of the Greater Los Angeles County Vector Control District.

**PROPOSED CODE**

**GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT**

**EXHIBIT "B"**

<b><u>Designated Positions</u></b>	<b><u>Disclosure Categories</u></b>	
Trustees	1, 2, 3	
General Manager	1, 2, 3	
<b>Assistant General Manager</b>	<b>1, 2, 3</b>	<b>(Add)</b>
Director of Operations	4, <del>6-5</del>	<b>(Renumber)</b>
<b>Human Resources Manager</b> (was Director of Human Resources)	2, 3	<b>(Title Change)</b>
<b>Communications Manager</b> (was Director of Community Affairs)	4	<b>(Title Change)</b>
<b>Finance Manager</b> (was Director of Fiscal Operations)	4	<b>(Title Change)</b>
Director of Scientific-Technical Services	4	
<b>Facilities and Fleet Maintenance Supervisor</b> (was Facilities and Maintenance Supervisor)	4	<b>(Title Change)</b>
Information Technology Administrator	4	
<b>Environmental Program Manager</b>	<b>4</b>	<b>(Add)</b>
<b>Human Resources Analyst</b>	<b>4</b>	<b>(Add)</b>

**PROPOSED CODE**

**GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT**

**EXHIBIT "B" (cont'd)**

<b><u>Designated Positions</u></b>	<b><u>Disclosure Categories</u></b>	
Information Technology Administrator	4	(Add)
Clerk of the Board/Executive Assistant	4	(Add)
GIS/IT Specialist	4	(Add)
Maintenance Technician	4	(Add)
Operations Supervisor	4	(Add)
Senior Vector Ecologist	4	(Add)
Operations Manager	4	(Add)
Consultants/New Positions*	5	

**\*Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitations:**

**The General Manager may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with disclosure requirements in this section. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The General Manager'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 Section 81008.)**



**PROPOSED CODE**

**GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT**

**EXHIBIT "B" (cont'd)**

**Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.**

**EFFECTIVE:**

## **PROPOSED CODE**

### **Conflict of Interest Code of the**

### **HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT**

#### **Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference**

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. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

#### **Place of Filing of Statements of Economic Interests**

All officials and employees required to submit a statement of economic interests shall file their statements with the Superintendent of the District or his or her designee. The District shall make and retain a copy of all statements filed by its Governing Board Members and its Superintendent and forward the originals of such statements to the Executive Office of the Board of Supervisors of Los Angeles County.

The District shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

# **PROPOSED CODE**

## **HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT**

### **EXHIBIT "A"**

#### **CATEGORY 1**

Persons in this category shall disclose all interests in real property within the jurisdiction of the District. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within two miles of the geographical area in which the District has jurisdiction or within two miles of any land owned or used by the District.

Persons are not required to disclose a residence, such as a home or vacation cabin, used exclusively as a personal residence; however, a residence in which a person rents out a room or for which a person claims a business deduction may be reportable.

#### **CATEGORY 2**

Persons in this category shall disclose all investments and business positions.

#### **CATEGORY 3**

Persons in this category shall disclose all income (including loans, gifts, and travel payments) and business positions.

#### **CATEGORY 4**

Persons in this category shall disclose all business positions, investments in, or income (including loans, gifts, and travel payments) received from business entities that manufacture, provide or sell services and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned this disclosure category.

#### **CATEGORY 5**

Persons in this category shall disclose all income (including loans, gifts, and travel payments) from, investment in and business positions with any district employee/student, any agent employee association representing any such employee/student, and business positions or income (including loans, gifts, and travel payments) from any entity owned or controlled by such employee or any employee's spouse or other financial dependent.

## PROPOSED CODE

### HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT

#### EXHIBIT "A" (cont'd)

##### CATEGORY 6

~~Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interests in the categories assigned to that designated position.~~

~~In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendations or counsel to the agency which could affect financial interests shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the executive officer (or head) of the agency (See footnote in Exhibit "B" for clarification.)~~

# PROPOSED CODE

## HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT

### EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Governing Board Member	1, 2, 3
Superintendent	1, 2, 3
Associate Superintendent of Business Services	1, 2, 3
<b>Assistant Superintendent, Education Services</b> (Assistant Superintendent, Curriculum, Assessment, and Instruction, PreK-12)	1, 2, 3 (Title & Expanded Disclosure)
Assistant Superintendent, Human Resources	1, 2, 3 (Expanded Disclosure)
Chief of Police and Safety	4
Executive Director, Adult Education	4, 5
Executive Director of Business Services	1, 2, 3
Executive Director, Elementary	4, 5
Executive Director, High School	4, 5
Executive Director, Multilingual Programs and Assessments	4
Executive Director, Student and Family Services	4, 5
Director, Curriculum, Instruction and Assessment	4
Director, Human Resources	4, 5
<b>Executive Director, Special Education</b> (was Director, IWENS and Inclusive Learning)	4, 5 (Title Change)
<b>Director, Child Development/Early Childhood Education</b> (was Director, Early Primary Programs)	4 (Title Change)
Director, Adult Academics and Community Education Programs	4

## PROPOSED CODE

### HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT

#### EXHIBIT "B" (cont'd)

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Director, Adult Career and Technology	4
<del>Executive Director of Business Services</del>	<del>1, 2, 3</del> (Delete)
<b>Director of Nutrition Services</b> (was Director of Food Services)	4 (Title Change)
<b>Executive Director of Facilities</b>	<b>1, 2, 3 (Add)</b>
<del>Director of Facilities</del>	<del>1, 4</del> (Delete)
Director of Fiscal Services	1, 4
Director of Network and Computer Services	4
Director of Transportation	4
Director of Purchasing & Warehouse	4
Program Administrator, Adult Programs	4
Director of Risk Management	2, 3
Principals	4
Director Personnel Commission	5
Personnel Commissioners	5
<b>Director, Equity Access and Family Engagement</b>	<b>4 (Add)</b>
Consultants/and New Positions*	6

\*Consultants/and New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitations:

The Superintendent or his or her designee may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with disclosure requirements in this section. Such written determination shall include a description of the

## **PROPOSED CODE**

### **HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT**

#### **EXHIBIT "B" (cont'd)**

consultant's or new position's duties and based upon that description, a statement of the extent of disclosure requirements. The Superintendent or his or her designee'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 Section 81008.)

**Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interests in the categories assigned to that designated position.**

**EFFECTIVE DATE:**

## **PROPOSED CODE**

### **Conflict of Interest Code of the**

### **HAWTHORNE SCHOOL DISTRICT**

#### **Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference**

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. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

#### **Place of Filing of Statements of Economic Interests**

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head; or his or her designee. The agency shall make and retain a copy of all statements filed by its Governing Board Members and Superintendent and forward the originals of such statements to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).



**HAWTHORNE SCHOOL DISTRICT**

**EXHIBIT "A"**

**CATEGORY 1**

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose a residence, such as a home or vacation cabin, used exclusively as a personal residence; however, a residence in which a person rents out a room or for which a person claims a business deduction may be reportable.

**CATEGORY 2**

Persons in this category shall disclose all investments and business positions.

**CATEGORY 3**

Persons in this category shall disclose all income (including gifts, loans and travel payments) and business positions.

**CATEGORY 4**

Persons in this category shall disclose all business positions, investments in, or income (including gifts, loans and travel payments) received from business entities that manufacture, provide or sell services and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclosure category.

**CATEGORY 5**

~~Persons in this category are those individuals who perform under a charter agreement the duties of any position similar to that of any designated position on Hawthorne School District's Conflict of Interests code and shall be required to file Statements of Economic Interests. The level of disclosure shall be as determined by the agency head or his or her designee.~~

**PROPOSED CODE**

**HAWTHORNE SCHOOL DISTRICT**

**EXHIBIT "B"**

**Designated Positions**

**Disclosure Categories**

<b>Assistant Superintendent</b> (was Assistant Superintendent-Business Services)	1, 2, 3	<b>Title Change</b>
<b>Associate Superintendent</b> (was Associate Superintendent-Human Resources)	1, 2, 3	<b>Title Change</b>
<del>Charter School Board Member</del>	<del>1, 2, 3</del>	<del>Delete</del>
<del>Charter School Entity</del>	5	<del>Delete</del>
Consultants/New Positions*		
<b>Facilities, Maintenance and Operations Director</b> (was Director, Facilities, Maintenance and Operations)	1, 4	<b>Title Change</b>
<b>Fiscal Services Director</b> (was Director of Fiscal Services)	4	<b>Title Change</b>
Director of Pupil Services	4	
Director of Special Education	4	
Director of Special Projects	4	
<b>Technology Director</b> (was Director of Technology)	4	<b>Title Change</b>
<b>Nutrition Services Director</b> (was Food Services Director)	4	<b>Title Change</b>
<b>Nutrition Services Operations Manager</b>	4	<b>Add</b>
Purchasing Director	4	
School Board Member	1, 2, 3	
Superintendent	1, 2, 3	

**HAWTHORNE SCHOOL DISTRICT**

**EXHIBIT "B" (Cont'd)**

\*Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitations:

The Superintendent or his or her designee may determine in writing that a consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with disclosure requirements in this section. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The Superintendent or his or her designee 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 Section 81008.)

Individuals who perform under contract the identical duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interests in the categories assigned to that designated position.

**EFFECTIVE DATE:**