



Board Policy

Compliance with AB 1234 **Biennial Ethics Training**

Purpose: to ensure Directors and CEO comply with AB 1234 which requires that:

"If a local agency provides any type of compensation, salary, or stipend to, or reimburses the expenses of a member of its 'legislative body' (as that term is defined in California Government Code Section 54952), that local agency's officials must receive training in ethics".

Scope: All positions cited as "responsible parties" on PHCD's Conflict of Interest Policy.

Procedure:

1. Directors and the CEO will complete the required 2-hour training biennially on the even year.
2. Acceptable Ethics Compliance Training can be taken as self-study, online course, or in-person training.
3. Course content must comply with the ethics law contained in California's Constitution, Statutes and Common Law and be consistent with the publications issued by the State's Attorney General and the Fair Political Practices Commission.
4. It is the responsibility of the Directors and CEO to ensure that a copy of their Certificate of Completion is sent to the District Office (original form or a photocopy... Government Code Section 53235.2 requires local agency officials to maintain records that indicate both the dates of training and entity that provided the training. These records are considered public records and must be maintained for five years after the training.
5. Certificates of Completion will be posted on the District's website.