

Board Policy
Compliance with AB 1234
Biennial Ethics Training and
AB 1661 Harassment
Prevention Training

Purposes: 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”.

And with AB 1661 which requires that:

“If a local agency provides any type of compensation, salary, or stipend to a local agency official of that agency, then all local agency officials of that agency shall receive sexual harassment prevention training and education pursuant to this article.”

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 trainings biennially on the even year.
2. Acceptable Ethics Compliance Training and Sexual Harassment Prevention 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.
6. Staff will notify each Director and agency official of the required trainings not later than June 30 of each even-numbered year that these trainings are required and provide links to training materials and courses.

Adopted:06-26-14

Updated and Approved by the Board: 10/24/2024