



## AGENDA ITEM 8E

**MEETING:** January 15, 2019  
**TO:** Humboldt LAFCo Commissioners  
**FROM:** Colette Metz Santsche, Executive Officer  
**SUBJECT:** **AB1234 Ethics Training through CSDA**  
The Commission will receive a report summarizing AB1234 legislation and the compliance training being offered through CSDA.

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### **BACKGROUND**

In October 2005 AB1234 was chaptered and approved by the Governor. This law requires all local agency officials for agencies that provide any type of compensation, salary, stipend, or reimbursement, to receive training in ethics. This training is to be conducted every two years. Trainings are offered by commercial organizations and nonprofits for both State and local officials. Training can also be provided by an agencies legal counsel as long as the training criteria has been approved by the Fair Political Practices Commission and the Attorney General.

### **DISCUSSION**

The California Special Districts Association has developed a web-based ethics training that satisfies the requirements of AB1234. It is a two-hour course that covers a range of ethics topics including conflict of interest, nepotism, gift restrictions, financial interest disclosures, and competitive bidding among other topics. The training is being offered to the LAFCo Commission for free as part of the membership renewal package. The on-demand webinar will be available to Commissioners until March 15, 2020. Attachment A provides instructions of accessing the webinar and how to obtain proof of completion.

### **RECOMMENDATION**

Staff recommends the Commission receive and file this report. The Commission is invited to discuss the item and provide direction to staff as needed.

### **ATTACHMENTS**

Attachment A – CSDA Ethics Training Instructions and Reporting Form

**Thank you for renewing CSDA membership!**

*Below are instructions to access free Ethics Training only available between January 8 to March 15, 2020.*

- Log into [www.csda.net](http://www.csda.net) Your username = your email address (click on forgot password if you are unsure of your password or need to reset it).
- Locate [Required Ethics AB1234 Compliance On-Demand Webinar](#):
- Proceed to Checkout. Enter the promo code **CSDA20** and click Apply (this should make the balance \$0). Submit your order.
- Please wait 30 minutes after submitting your order before trying to access your webinar.
- Access by logging in <https://www.csda.net/home> > click on [My Webinars](#) (from the home page or under Learn) > click on webinar title > watch the ENTIRE webinar > click yes on the acknowledgement window.
- Print your certificate under My Webinars > My Webinar Certificates.

Note: You must be logged in under **your own User ID and Password** to access this webinar and receive certificate of completion printed in your own name. These instructions were emailed to everyone within your agency with a unique email address on file.

If your staff or board would like to watch the on-demand webinar as a group, please follow the above steps under one person's name and fill out the form below for additional individuals who watched. We will send each individual on the form an email with instructions on how to print their own certificates after CSDA has processed this form.

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By filling out this form you acknowledge that these individuals watched the two hour Required Ethics AB1234 Compliance On-Demand Webinar.

**Agency Name:** \_\_\_\_\_

**Date Ethics AB1234 On-Demand Webinar was watched:** \_\_\_\_\_

**Agency contact person for questions:** \_\_\_\_\_

1) Prefix:\_\_\_\_\_ First Name:\_\_\_\_\_ Last Name:\_\_\_\_\_

Title: \_\_\_\_\_ Email:\_\_\_\_\_

Signature: \_\_\_\_\_

2) Prefix:\_\_\_\_\_ First Name:\_\_\_\_\_ Last Name:\_\_\_\_\_

Title: \_\_\_\_\_ Email:\_\_\_\_\_

Signature: \_\_\_\_\_

3) Prefix:\_\_\_\_\_ First Name:\_\_\_\_\_ Last Name:\_\_\_\_\_

Title: \_\_\_\_\_ Email:\_\_\_\_\_

Signature: \_\_\_\_\_

**Please fax completed forms to 916.520.2470 or email to [membership@csda.net](mailto:membership@csda.net). If you have any questions or need assistance, please call 877.924.2732. Once again, thank you for your support!**