

Petaluma
HEALTH CARE
DISTRICT

POLICY # 4
Page 1 of 2

TITLE: ETHICS TRAINING

MANUAL: Petaluma Health Care District Board Governance Policies

Board Approval Date: 4-16-13

Written By: R. Faith/J. Thornton

Committee Approval Date: 4-16-13

Review Dates: September 19, 2017 Board meeting

I. PURPOSE/EXPECTED OUTCOME(S)

The purpose of this policy is to ensure that all Petaluma Health Care District Board members receive training in ethics pursuant to California Government Code sections 53234, et seq. (AB 1234).

II. POLICY

- A. All Board Directors and designated executive staff of PHCD shall receive at least two hours of training in general ethics principles and ethics laws by attending a qualified ethics training course every two years. A qualified ethics training course meets the requirements set forth by the Attorney General and the Fair Political Practices Commission issued pursuant to AB 1234.
- B. Directors who are selected through election process are to complete their ethics training by March 1st. Directors who are appointed by the board shall complete ethics training within three months of appointment. Each Director is to complete ethics trainings every two years thereafter.
- C. PHCD designated executive staff shall complete ethics training within 3 months of hire and every two year thereafter.
- D. Each Board member and designated staff member is responsible to submit their Certificate of Completion of the Ethics Training to the Board Clerk to ensure compliance.
- E. This policy shall also apply to all staff members that the board of directors designates and to members of all commissions, committees and other bodies that are subject to the Ralph M. Brown Open Meeting Act.

- F. PHCD will pay for the cost of the training, if applicable.
- G. Any Director of the District or designated staff member that serves on the board of another agency is only required to take the training once every two years. Certificate of Completion is to be sent to the Board Clerk.
- H. Board Clerk shall inform the Board of Directors and designated staff of the availability of training and shall maintain records indicating both the dates that directors completed the ethics training and the name of the entity that provided the training. These records shall be maintained for at least five years after directors receive the training, and are public records subject to disclosure under the California Public Records Act.

Public Service Ethics Education Online Proof of Participation Certificate

Date of Completion: Feb 18, 2017

Training Time*: 2 hr. 4 min.

This course is an overview course on all public service ethics issues necessary to satisfy the requirements of Article 2.4 of Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code, including the following:

- Laws relating to personal financial gain by public servants, including, but not limited to, laws prohibiting bribery and conflict-of-interest laws.
- Laws relating to claiming perquisites ("perks") of office, including, but not limited to, gift and travel restrictions, prohibitions against the use of public resources for personal or political purposes, prohibitions against gifts of public funds, mass mailing restrictions, and prohibitions against acceptance of free or discounted transportation by transportation companies.
- Government transparency laws, including, but not limited to, financial interest disclosure requirements and open government laws.
- Laws relating to fair processes, including, but not limited to, common law bias prohibitions, due process requirements, incompatible offices, competitive bidding requirements for public contracts, and disqualification from participating in decisions affecting family members; and
- General ethical principles relating to public service.

The Fair Political Practices Commission and Attorney General have reviewed this course for course sufficiency and accuracy.



By signing below, I certify that I fully reviewed the content of the entire online AB 1234 course approved by the Attorney General and Fair Political Practices Commission and am entitled to claim two hours of public service ethics law and principles credit.

Elece Hempel

Participant Signature

Elece Hempel

Participant Name

Petaluma Health Care District

Agency Name

NOTE TO PARTICIPANT: Please provide a copy of this proof of participation to the custodian for such records at your agency. In addition, we recommend you make a copy of this proof of participation for your own records to retain for at least five years. To preserve the integrity of the online certification process; **these certificates are only available upon completing the online session.** * To satisfy AB 1234 requirements, **this certificate must reflect that the public official spent two hours or more reviewing the materials presented in the online course. If the certificate reflects less than two hours, the participant should have on file additional certificates demonstrating that the official has satisfied the entire two hour requirement.**

Public Service Ethics Education Online Proof of Participation Certificate

Date of Completion: Feb 28, 2017

Training Time*: 2 hr. 17 min.

This course is an overview course on all public service ethics issues necessary to satisfy the requirements of Article 2.4 of Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code, including the following:

- Laws relating to personal financial gain by public servants, including, but not limited to, laws prohibiting bribery and conflict-of-interest laws.
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- General ethical principles relating to public service.

The Fair Political Practices Commission and Attorney General have reviewed this course for course sufficiency and accuracy.

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By signing below, I certify that I fully reviewed the content of the entire online AB 1234 course approved by the Attorney General and Fair Political Practices Commission and am entitled to claim two hours of public service ethics law and principles credit.


Participant Signature

Josephine Thornton

Participant Name

Petaluma Health Care District

Agency Name

NOTE TO PARTICIPANT: Please provide a copy of this proof of participation to the custodian for such records at your agency. In addition, we recommend you make a copy of this proof of participation for your own records to retain for at least five years. To preserve the integrity of the online certification process; **these certificates are only available upon completing the online session.** * To satisfy AB 1234 requirements, this certificate must reflect that the public official spent two hours or more reviewing the materials presented in the online course. If the certificate reflects less than two hours, the participant should have on file additional certificates demonstrating that the official has satisfied the entire two hour requirement.

Public Service Ethics Education Online Proof of Participation Certificate

Date of Completion: Mar 01, 2017

Training Time*: 2 hr. 7 min.

This course is an overview course on all public service ethics issues necessary to satisfy the requirements of Article 2.4 of Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code, including the following:

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- Laws relating to fair processes, including, but not limited to, common law bias prohibitions, due process requirements, incompatible offices, competitive bidding requirements for public contracts, and disqualification from participating in decisions affecting family members; and
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Participant Signature

Andrew Koblick
Participant Name

Petaluma Health Care District

Agency Name

NOTE TO PARTICIPANT: Please provide a copy of this proof of participation to the custodian for such records at your agency. In addition, we recommend you make a copy of this proof of participation for your own records to retain for at least five years. To preserve the integrity of the online certification process; **these certificates are only available upon completing the online session.** * To satisfy AB 1234 requirements, this certificate must reflect that the public official spent two hours or more reviewing the materials presented in the online course. If the certificate reflects less than two hours, the participant should have on file additional certificates demonstrating that the official has satisfied the entire two hour requirement.

Public Service Ethics Education Online Proof of Participation Certificate

Date of Completion: Mar 01, 2017

Training Time*: 2 hr. 12 min.

This course is an overview course on all public service ethics issues necessary to satisfy the requirements of Article 2.4 of Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code, including the following:

- Laws relating to personal financial gain by public servants, including, but not limited to, laws prohibiting bribery and conflict-of-interest laws.
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- Laws relating to fair processes, including, but not limited to, common law bias prohibitions, due process requirements, incompatible offices, competitive bidding requirements for public contracts, and disqualification from participating in decisions affecting family members; and
- General ethical principles relating to public service.

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F Adams

Participant Signature

Fran Adams

Participant Name

Petaluma Health Care District

Agency Name

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AB 1234 ETHICS TRAINING CERTIFICATE OF COMPLETION

PARTICIPANT NAME: Ramona Faith
TRAINING DATES: February 8-9, 2018
COMPLETION DATE: February 8-9, 2018
COURSE TITLE: The Brown Act and Fair Political Practices Commission:
Rules of Engagement
DURATION: 3.0 hrs.
PRESENTER: Gary Winuk, Esquire
COURSE PROVIDER: Kaufman Legal Group

DESCRIPTION: This in person seminar presentation covered the following topics:

- Laws relating to personal financial gain by public servants, including, but not limited to, laws prohibiting bribery and conflict-of-interest laws.
- Laws relating to claiming perquisites ("perks") of office, including, but not limited to, gift and travel restrictions, prohibitions against the use of public resources for personal or political purposes, prohibitions against gifts of public funds, mass mailing restrictions, and prohibitions against acceptance of free or discounted transportation by transportation companies.
- Government transparency laws, including, but not limited to, financial interests disclosure requirements and open government laws.
- Law relating to fair processes, including, but not limited to, common law bias prohibitions, due process requirements, incompatible offices, competitive bidding requirements for public contracts and disqualification from participating in decisions affecting family members; and
- General ethical principles relating to public service.

Kenneth B. Cohen

Kenneth B. Cohen
Executive Director
Association of California Healthcare Districts
1215 K Street, Suite 2005
Sacramento, CA 95814
916.266.5200 (office)
916.266.5201 (fax)



ACHD
ASSOCIATION OF CALIFORNIA
HEALTHCARE DISTRICTS

This certificate should be retained by the participant for five years after the training.
(Government Code Section 53235.2)

AB 1234 ETHICS TRAINING CERTIFICATE OF COMPLETION

PARTICIPANT NAME: Joe Stern
TRAINING DATES: February 8-9, 2018
COMPLETION DATE: February 8-9, 2018
COURSE TITLE: The Brown Act and Fair Political Practices Commission:
Rules of Engagement
DURATION: 3.0 hrs.
PRESENTER: Gary Winuk, Esquire
COURSE PROVIDER: Kaufman Legal Group

DESCRIPTION: This in person seminar presentation covered the following topics:

- Laws relating to personal financial gain by public servants, including, but not limited to, laws prohibiting bribery and conflict-of-interest laws.
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ACHD
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HEALTHCARE DISTRICTS

This certificate should be retained by the participant for five years after the training.
(Government Code Section 53235.2)

Public Service Ethics Education Online Proof of Participation Certificate

Date of Completion: Feb 08, 2018

Training Time*: 3 hr. 2 min.

This course is an overview course on all public service ethics issues necessary to satisfy the requirements of Article 2.4 of Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code, including the following:

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- General ethical principles relating to public service.

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By signing below, I certify that I fully reviewed the content of the entire online AB 1234 course approved by the Attorney General and Fair Political Practices Commission and am entitled to claim two hours of public service ethics law and principles credit.

Participant Signature

Ruth Wells

Participant Name

Petaluma Health Care District

Agency Name

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Public Service Ethics Education Online Proof of Participation Certificate

Date of Completion: Jun 01, 2018

Training Time*: 2 hr. 14 min.

This course is an overview course on all public service ethics issues necessary to satisfy the requirements of Article 2.4 of Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code, including the following:

- Laws relating to personal financial gain by public servants, including, but not limited to, laws prohibiting bribery and conflict-of-interest laws.
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Participant Signature

Jeffrey Tobias

Participant Name

Petaluma Health Care District
Agency Name

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