

GOVERNING BOARD POLICY

Antelope Valley Air Quality Management District

Policy No: 11-02
Effective Date: November 21, 2006

Adopted: November 21, 2006
Amended: January 18, 2011
Amended: February 17, 2015

Last Review: February 17, 2015

SUBJECT: DESIGNATION OF “LOCAL AGENCY OFFICIALS” FOR PURPOSES OF ETHICS TRAINING AND DESIGNATION OF CLERK OF THE BOARD AS FILING OFFICIAL

POLICY:

It is the policy of the Governing Board of the Antelope Valley Air Quality Management District (District) to designate certain positions as “local agency officials” for purposes of ethics training as required pursuant to provisions of Government Code §§53234 et seq. It is also the policy of the Governing Board of the District to designate a position to keep the records required to comply with the provisions of Government Code §§53234 et seq. The specific positions and record keeper are as listed below.

AMPLIFICATION OF POLICY:

A. General

AB1234 of 2005 (Salinas) requires, among other things, two (2) hours of ethics training at least every two (2) years for members of the legislative bodies and for designated “local agency officials”. The affected local agencies are required to specifically designate “local agency officials” who are mandated to receive the training. Board members and local officials who serve on more than one local agency board are only required to comply with the training requirement once and may use the training provided under the auspices of one agency to satisfy the requirement for other agencies. Furthermore, the legislation requires all affected local agencies to keep records of the date(s) of the training and the provider of the training for each board member and local agency official. The records are required to be kept for at least five (5) years from the date of the training.

The District is a local agency subject to these provisions. Therefore, the Governing Board is required to not only comply with the training requirement but also to designate staff positions that should receive the training. In addition, it is required to officially designate an appropriate person to keep the required records.

B. Designation of Positions

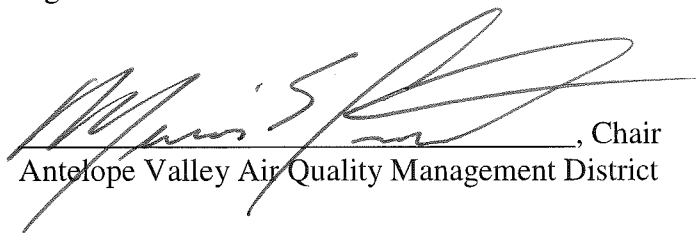
The following positions are designated as "local agency officials" required to receive two hours of ethics training every two years:

Air Pollution Control Officer/Executive Director
Deputy Director/Administrative Services
Deputy Director/Antelope Valley Operations
Deputy Director/Mojave Desert Operations
District Counsel
Clerk of the Boards
Special Counsel to the Governing Board

C. Designation of Position to Keep Records

The Clerk of the Boards is designated as the appropriate position to keep the records required for a period of five years from the date of the training for both the members of the Governing Board as well as the designated positions listed above.

Signed:

 , Chair
Antelope Valley Air Quality Management District