

# ALAMEDA COUNTY BOARD OF SUPERVISORS MINUTE ORDER

*The following action was taken by the Alameda County Board of Supervisors on 11/10/2020*

Approved as Recommended  Other

Unanimous  Chan:  Haggerty:  Miley:  Valle:  Carson:  -   
Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Documents to be signed by Agency/Purchasing Agent:

File No. \_\_\_\_\_  
Item No. 67

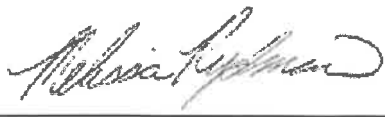
Copies sent to:  
Kim Fogel

Special Notes:



I certify that the foregoing is a correct copy of a Minute Order adopted by the Board of Supervisors, Alameda County, State of California.

ATTEST:  
Clerk of the Board  
Board of Supervisors

By:   
Deputy



Lori A. Cox  
Agency Director

1111 Jackson Street, 1<sup>st</sup> Floor  
Oakland, California 94607  
510-271-9100 / Fax: 510-271-9108  
[ssadirector@acgov.org](mailto:ssadirector@acgov.org)  
<http://alamedasocialservices.org>

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October 1, 2020

Honorable Board of Supervisors  
County of Alameda  
1221 Oak Street, Suite 536  
Oakland, CA 94612

Dear Board Members,

**SUBJECT:** CONFLICT OF INTEREST CODE – SOCIAL SERVICES AGENCY

**RECOMMENDATION:**

Approve the amended Conflict of Interest Code for the Social Services Agency to remain in compliance with regulations in the Political Reform Act of 1974.

**SUMMARY/DISCUSSION:**

California Government Code 87306.5 requires local agencies to submit their Conflict of Interest Code to the reviewing body via a biennial report identifying changes in its code, or a statement that their code is not in need of amendment.

The Social Services Agency has reviewed its Conflict of Interest Code and has determined that our Agency's code should be amended to delete position(s) whose classification and duties do not require a conflict of interest statement.

The proposed revision affects only the attached Appendix A of Designated Positions.

**SELECTION CRITERIA/PROCESS:**

N/A

**FINANCING:**

This recommended action will not result in any net County costs.

**VISION 2026 GOAL:**

Updating the Conflict of Interest Code for the Social Services Agency meets the 10X goal pathway of **Employment for All** in support of our shared vision of a **Prosperous and Vibrant Economy**.

Sincerely,

DocuSigned by:  
  
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Lori A. Cox  
Agency Director

CONFLICT OF INTEREST CODE (2020/2021) (FINAL)  
APPENDIX A

<u>CLASSIFICATION</u>	<u>JOB CODE</u>	<u>DISCLOSURE/CATEGORY</u>
Assistant Agency Directors	6080M	1
Assistant Director, Workforce Investment Board	6053M	1
Director, Social Services Agency	6085M	1
Division Directors, Social Services Agency	6050M	2
Financial Analysts, Social Services Agency	0209M	2
Financial Services Deputy Dir., Social Services Agency	6070M	2
Financial Services Director, Social Services Agency	6075M	1
Financial Services Officers	0217M	2
Management Analyst, Workforce Investment Board	0206M	2
Policy Director	6047M	1
Senior Program Systems Coordinators	0304M	2
Supervising Administrative Specialist (Procurement)	0220M	2
Workforce Investment Board Director	6051M	1

**CONFLICT OF INTEREST**  
**APPENDIX OF DESIGNATED POSITIONS 2020-2021**

Assistant Agency Directors	Establishes policy for and directs the activities of Workforce & Benefits Administration, Children & Family Services, Adult and Aging Services, and Agency Administration Services.
Assistant Director, Workforce Investment Board	Oversees the planning processes of several major departments and program areas, including new grants, requests for proposals, funding distribution and grant administration. Oversees grant distribution and budgets, including grant management activities, cost allocation planning, contract negotiations with providers; may act in absence of the Director.
Director, SSA	Establishes Agency goals and provides general guidelines to achieve those goals to Assistant Agency Directors. Recommends to CAO and Board of Supervisors methods of the implementation of Social Welfare and Employment programs for Alameda County.
Division Directors - CFS	DCFS Division Directors make decisions about funding CBOs to deliver services to families involved in the Child Welfare system. They monitor contracts with substantial funding approved by the Board of Supervisors. They make placement recommendations which can impact a provider's income. They are directly involved in several interagency and community partnerships and are often asked to provide support letters for grant applicants. They work in collaboration with entities that have provided grants to support the department's work. They report to the grantor on the expenditures. They are often pressured by organizations or other county agencies to support funding them.
Division Directors, SSA	Directs or oversees the business and financial affairs of divisional programs; prepares budget estimates and monitors expenditures; estimates personnel needs and maintenance of required records and statistics; determines mandates services versus discretionary for budgetary purposes; approves minor building maintenance and repairs; researches and recommends major building alterations and remodeling; oversees and monitors grant processes.

Financial Analysts, SSA	Evaluate the availability of program funds that are spent on good and services. Participate in policy analysis that leads to expenditure of funds in the community, and may cause funds to be spent on one type of provider rather than another, or may, in some circumstances, may cause funds to be spent with one particular provider rather than another.
Financial Services Officers	Thorough management of the procurement function influences the process through which specific vendors are selected. Negotiates on behalf of the agency.
Financial Services Deputy Director, SSA	Through the leadership of the financial analysis and claiming functions significantly influences perceptions of decision makers on the availability of fund and the appropriateness of use of funds for specific purposes.
Financial Services Director, SSA	Oversees the budget, contracting, purchasing and accounting functions of the agency. Establishes policy and decision-making. Advisor to the Agency Director on financial issues. Has a broad and substantial influence over the sorts of goods and services brought by the Social Services Agency. May make specific decisions about significant purchases or other spending decisions. May commit the agency to a course of action.
Management Analyst, WDB	Makes governmental decision, decision-making on the administration of the Workforce Investment Act funds. Enters into contracts with various outside vendors and agencies; monitors and investigates programs as directed by the Director; advises and makes recommendations on policy issues through conducting research; and negotiates various business decisions on behalf of the WDB Department.
Policy Director, SSA	Monitors the Agency's overall response to regulatory and legislative changes. Acts as a liaison with State and Federal officials.
Sr. Program Systems Coordinators	Serves as the CalSAWS Managers and a voting member of the WCDS Consortium making unilateral decisions for the participating counties. Advises and makes recommendations to the Agency Director and/or Assistant Agency Director by conducting research or an investigation, preparing or presenting reports, analyses or opinions on potential contractor within the department.

Supervising Administrative Specialist  
(Procurement)

Thorough management of the goods purchasing function has influence over vendors from whom goods are purchased.

Workforce Investment Board Director

Make governmental decision, decision-making on the administration of the Workforce Investment Act funds. Oversees, administers and manages all the WDB funds coming to the County through the Department of Labor. Advises and recommends to the 31 Workforce Development Board members on the expenditures of funds through contracts with a myriad of outside agencies, and direct policy decisions around the funds.

**CONFLICT OF INTEREST CODE**  
**ALAMEDA COUNTY SOCIAL SERVICES AGENCY**

This Conflict of Interest Code is promulgated under the authority of the Political Reform Act, Government Code Section 81000, et seq., which requires all state and local government agencies to adopt and promulgate Conflict of Interest Codes. Regulation 2 Cal. Code of Regulations, Section 18730, as adopted by the Fair Political Practices Commission after public notice and hearings to confirm to amendments in the Political Reform Act.

Therefore, the terms of 2 Cal. Code of Regulations, Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendices in which employees are designated and disclosure categories are set forth, constitute the Conflict of Interest Code of the Alameda County Social Services Agency.

Designated employees shall file their Statement of Economic Interests with the Social Services Agency Administrative Secretary who will make the Statements available for public inspection and reproduction (Gov. Code Section 81008). The Agency Director and Workforce Investment Board Director shall file a personal Statement of Economic Interests with the Clerk of the Board.



**APPENDIX OF DISCLOSURE CATEGORIES**  
**ALAMEDA COUNTY SOCIAL SERVICES AGENCY**

Category	Disclosure Required
1	Persons in this category must disclose all investments and business positions in business entities, sources of income and interests in real property.
2	Persons in this category must disclose those investments and business positions in business entities, sources of income and interests in real property which provide or directly support the provisions of expert services or the provision of office supplies and office support services in Alameda County or derive income from the provision of those activities in Alameda County.

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<del>Welfare Fraud Prevention Director</del>	<del>6779M</del>	<del>2</del>
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## CONFLICT OF INTEREST

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~~Welfare Fraud Director~~

~~Directs the business and financial affairs of the division, including preparation of budget estimates, estimated personnel needs, requisitioning of supplies and equipment and the maintenance of required records and statistics.~~

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