

**FIRST 5 ALAMEDA COUNTY CONFLICT OF INTEREST CODE****JUNE 11, 2024**

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**Conflict of Interest Code of  
The First 5 Commission of Alameda County (First 5)**

The Political Reform Act, Government Code sections 81000, et seq., requires state and local government agencies to adopt and promulgate Conflict-of-Interest Codes. The Fair Political Practices Commission has adopted a regulation, California Code of Regulations, title 2, section 18730, which contains the terms of a standard Conflict-of-Interest Code, which can be incorporated by reference, and which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings.

Therefore, the terms of California Code of Regulations, title 2, section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission along with the attached Appendices in which officials and employees are designated and disclosure categories are set forth, are hereby incorporated by reference and constitute the Conflict-of-Interest Code of the First 5 Commission of Alameda County.

All designated employees shall file their statements of economic interests with the First 5 Commission of Alameda County. Upon receipt of the statements of the Board members and the Chief Executive Officer, the agency shall make and retain a copy and forward the originals to the Alameda County Board of Supervisors, which shall be the filing officer. Alternatively, Board members and the Chief Executive Officer may elect to complete and submit the statement electronically in Alameda County's eForm 700 filing system. Statements for all other designated employees shall be retained by the First 5 Commission of Alameda County, and shall be made available for public inspection and reproduction. (Gov. Code section 81008.)

**Disclosure Categories****Category 1**

All business positions, investments in, or income (including gifts and loans) received from any entities that provide the type of services which are eligible to receive Proposition 10 funding.

**Category 2**

All interests in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agencies.

**Category 3**

All business positions, investments in, or income (including gifts and loans) received from business entities that manufacture, provide or sell services or supplies of a type utilized by the agency and associated with the job assignment of designated position assigned to this disclosure category.

**Category 4**

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendations or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the Chief Executive Officer (or head) of the agency.

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\* The Chief Executive Officer may determine in writing that a particular consultant, although a "designated position" is hired to perform a range of duties that are limited in scope and thus is not required to comply with the disclosure requirements described in this section. Such determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. A copy of the written determination is a public record and shall be retained by the agency and made available for public inspection in the same manner and location as this conflict-of-interest code.

A list of the individuals required to file disclosures under this category and their respective levels of disclosure is on file in the Commission's Chief Executive Officers' office.

APPENDIX A

Designated Position

Assigned Disclosure Category

Board of Commissioners	1, 2, 3
Ex-Officio Representatives	1, 2, 3
Consultants*	4
Staff listed in Appendix B	1, 2, 3

CONFLICT OF INTEREST DISCLOSURE CATEGORIZATIONS CY 2024

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DESIGNATED OFFICIALS	DISCLOSURE CATEGORY
COMMISSIONER, CHAIR	1, 2, 3
COMMISSIONER, VICE CHAIR	1, 2, 3
COMMISSIONER ALTERNATE	1, 2, 3
COMMISSIONER	1, 2, 3
EX-OFFICIO REPRESENTATIVES	4
CONSULTANTS	4

APPENDIX B

Designated Employees	Disclosure Category
Accounting Manager	1, 2, 3
Accounts Payable Specialist	1, 2, 3
Applications Administrator	1, 2, 3
Administrator	1, 2, 3
Administrator, Cultural Access Services	1, 2, 3
Administrator, Family, Friend, and Neighbor	1, 2, 3
Administrator, Family Child Care	1, 2, 3
Administrator, Finance, Contracts & Budget	1, 2, 3
Centralized Eligibility & Enrollment Coordinator	1, 2, 3
Chief Executive Officer	1, 2, 3
Chief Financial Officer	1, 2, 3
Chief Human Resources Officer	1, 2, 3
Chief Impact Officer	1, 2, 3
Chief of Programs	1, 2, 3
Chief of Staff	1, 2, 3
Chief Operations Officer	1, 2, 3
Communications Specialist	1, 2, 3
Compliance Officer	1, 2, 3
Contracts and Budget Administrator	1, 2, 3
Contracts and Budget Manager	1, 2, 3
Contracts and Budget Specialist	1, 2, 3
Data & Insights Supervisor	1, 2, 3

**AGENDA ITEM 4a1**

Deputy Chief Executive Officer	1, 2, 3
Director	1, 2, 3
Director of Early Care & Education	1, 2, 3
Director of Data & Evaluation	1, 2, 3
Director of Pediatric Care Coordination	1, 2, 3
Director of Planning	1, 2, 3
Director of Programs	1, 2, 3
Director of Technology	1, 2, 3
Enrollment Administrator, Early Care & Education	1, 2, 3
Evaluation Officer	1, 2, 3
Evaluation Specialist	1, 2, 3
Family & Community Support Programs Manager	1, 2, 3
Fathers Corps Program Administrator	1, 2, 3
Fathers Corps Program Manager	1, 2, 3
Finance Administrator	1, 2, 3
Government Affairs and Policy Officer	1, 2, 3
Government Affairs and Policy Administrator	1, 2, 3
Help Me Grow Developmental Screening Coach	1, 2, 3
Help Me Grow Prevention Manager	1, 2, 3
Help Me Grow Program Services Coordinator	1, 2, 3
Help Me Grow Senior Community Liaison	1, 2, 3
Information Technology Specialist	1, 2, 3
Infrastructure Administrator	1, 2, 3
Infrastructure Officer	1, 2, 3
Manager	1, 2, 3

**AGENDA ITEM 4a1**

Officer	1, 2, 3
Office & Facilities Manager	1, 2, 3
Parent Engagement Administrator	1, 2, 3
Provider Engagement Manager, Early Care & Education	1, 2, 3
Payroll & Finance Manager	1, 2, 3
Planning Coordinator	1, 2, 3
Program Administrator, Early Care & Education	1, 2, 3
Program Administrator, Neighborhoods Ready for School	1, 2, 3
Project Manager	1, 2, 3
Program Officer	1, 2, 3
Provider Support Manager	1, 2, 3
Quality Early Care & Education Program Manager	1, 2, 3
Quality Improvement Coach	1, 2, 3
Senior Administrator	1, 2, 3
Senior Administrator, Community Programs	1, 2, 3
Senior Administrator, Data & Evaluation	1, 2, 3
Senior Administrator, Early Care and Education	1, 2, 3
Senior Administrator, Early Care and Education Facilities	1, 2, 3
Senior Administrator, Early Care & Education Provider Partnerships	1, 2, 3
Senior Administrator, Early Care & Education Workforce Development	1, 2, 3
Senior Administrator, Early Care & Education Fiscal Operations	1, 2, 3
Senior Administrator, Finance	1, 2, 3
Senior Administrator, Finance, Contracts & Budget	1, 2, 3

**AGENDA ITEM 4a1**

Senior Administrator, Financial Analyst	1, 2, 3
Senior Administrator, Human Resources	1, 2, 3
Senior Administrator, Help Me Grow	1, 2, 3
Senior Administrator, Pediatric Care Coordination	1, 2, 3
Senior Administrator, Policy	1, 2, 3
Senior Salesforce Administrator	1, 2, 3
Strategic Communications Officer	1, 2, 3
Strategic Initiatives and Planning Administrator	1, 2, 3
Strategic Initiatives and Planning Officer	1, 2, 3
Technology Officer	1, 2, 3
Training Administrator	1, 2, 3