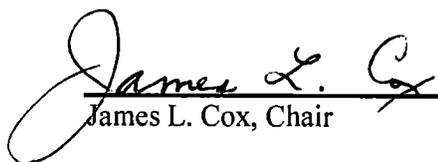
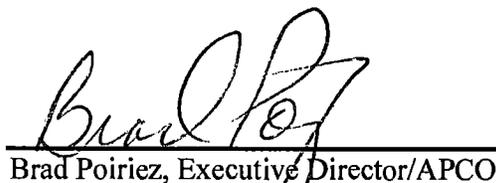


**GOVERNING BOARD POLICY**  
*Mojave Desert Air Quality Management District*

Policy No: 11-02  
Amended March 26, 2018

  
James L. Cox, Chair

  
Brad Poiriez, Executive Director/APCO

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**SUBJECT: DESIGNATION OF ETHICS TRAINING AND RECORDKEEPING  
REQUIREMENTS**

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**POLICY:**

It is the policy of the Governing Board of the Mojave Desert 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 to 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**

Government Code §§ 53234 et. seq. (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 qualified ethics training every two years:

Executive Director/APCO  
Deputy Director/Administration  
Deputy Director/Antelope Valley Operations  
Deputy Director/Mojave Desert Operations  
District Counsel  
Special Counsel to the Governing Board  
Finance Manager  
Community Relations & Education Supervisor  
Senior Executive Analyst

C. Designation of Position to Keep Records

The Executive Director/APCO shall designate 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.

Revision History:

Adopted: October 23, 2006  
Amended: January 24, 2011  
Amended: January 26, 2015  
Amended: September 25, 2017