

BAY AREA SCHOOLS INSURANCE COOPERATIVE CONFLICT-OF-INTEREST CODE

The Political Reform Act (Government Code Section 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 (2 California Code of Regulations Section 18730) that contains the terms of a standard conflict-of-interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices, designating positions and establishing disclosure categories, shall constitute the conflict-of-interest code of the **Bay Area Schools Insurance Cooperative (BASIC)**.

Officials and employees holding positions listed in this code must file their statements of economic interests electronically with the **Fair Political Practices Commission**. All statements must be made available for public inspection and reproduction under Government Code Section 81008.

**APPENDIX A
DESIGNATED POSITIONS**

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Administrator /Executive Director	All
Claims Adjusters/ Claims Administrators	All
Finance Manager	1, 2
Legal Counsel	All
Consultants/New Positions	*

Note: All positions are filled by outside consultants that act in a staff capacity for BASIC.

*With respect to consultants and new positions, the President of the Board, in the absence of the Administrator/Executive Director, may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is 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 or new position's duties and based upon that description, a statement of the extent of disclosure requirements. A copy of this determination shall be retained by BASIC in the same manner and location as this conflict-of-interest code. (Gov. Code Sec. 81008.) Nothing herein excuses any such consultant from any other provisions of the conflict-of-interest code.

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

The following positions are not covered by the code because the positions manage public investments. Individuals holding such positions must file a statement of economic interests pursuant to Government Code Section 87200 and are listed for informational purposes only.

Members of the Board of Directors (including all officers)
Alternate Members of the Board of Directors

An individual holding one of the above listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by Government Code Section 87200.

**APPENDIX B
DISCLOSURE CATEGORIES**

Individuals shall disclose as set forth below:

- Category 1. Investments and business positions in business entities, and sources of income, including gifts, loans, and travel payments, from entities that supply services, materials, products, supplies, commodities or equipment of the type utilized by BASIC. Such services include, but are not limited to, insurance coverage, underwriting, claims processing and risk management.

- Category 2. Investments and business positions in business entities, and sources of income, including gifts, loans, and travel payments, from entities or persons who have filed a claim, or have a claim pending, against BASIC or any member of BASIC.

- Category 3. All interests in real property of the type to be purchased or leased by BASIC.

This is the last page of the conflict of interest code for **Bay Area Schools Insurance Cooperative**.



CERTIFICATION OF FPPC APPROVAL

Pursuant to Government Code Section 87303, the conflict of interest code for **Bay Area Schools Insurance Cooperative** was approved on 3/9 2018. This code will become effective on 4/8/1 2018.

A large, stylized handwritten signature in blue ink, written over a horizontal line.

John M. Eeser, Jr.
Senior Commission Counsel
Fair Political Practices Commission