

**2024 Local Agency Biennial Notice**

Name of Agency: Ventura County Human Services Agency  
 Mailing Address: 855 Partridge Drive, Ventura, CA 93003  
 Contact Person: Shelly Brown Phone No. (805) 477-5302  
 Email: shelly.brown@ventura.org Alternate Email: \_\_\_\_\_

**Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.**

This agency has reviewed its conflict of interest code and has determined that (check one BOX):

☒ **An amendment is required. The following amendments are necessary:**

(Check all that apply.)

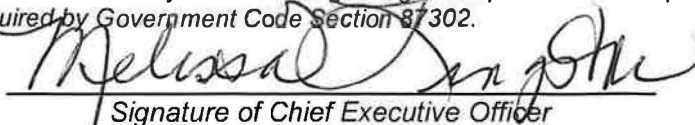
- ☒ Include new positions
- ☐ Revise disclosure categories
- ☒ Revise the titles of existing positions
- ☒ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- ☐ Other (describe) \_\_\_\_\_

☐ **The code is currently under review by the code reviewing body.**

☐ **No amendment is required.** (If your code is over five years old, amendments may be necessary.)

**Verification (to be completed if no amendment is required)**

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.*

  
 \_\_\_\_\_  
 Signature of Chief Executive Officer

09/25/24

\_\_\_\_\_  
 Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2024**, or by the date specified by your agency, if earlier, to: **E-Mail to: [form700clerk@ventura.org](mailto:form700clerk@ventura.org)**

or  
**Mail to: Clerk of the Board of Supervisors**  
**800 S. Victoria Avenue, L# 1920**  
**Ventura, CA 93009-1920**

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

**Redlined**  
**Conflict of Interest Code**

SEP 16 2022

Clerk of the Board

**CONFLICT OF INTEREST CODE  
VENTURA COUNTY HUMAN SERVICES AGENCY**

The Political Reform Act, Government Code section 81000 et seq., requires local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code Regs., § 18730) which contains the terms of a standard Conflict of Interest Code, which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings.

The terms of California Code of Regulations, Title 2, Section 18730, and any amendment to it duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference as the Conflict of Interest Code for the **[INSERT NAME OF AGENCY]**, and along with the attached Exhibit A, which designates positions requiring disclosure and Exhibit B, which sets forth disclosure categories for each designated position, constitute the Conflict of Interest Code of the **[INSERT NAME OF AGENCY]**. Persons holding positions designated in Exhibit A shall file Form 700 Statements of Economic Interests with the Clerk of the Ventura County Board of Supervisors' Office which shall be the Filing Officer.

**IN PREPARING THE FORM 700, DESIGNATED FILERS NEED ONLY DISCLOSE THOSE FINANCIAL INTERESTS FALLING WITHIN THE DISCLOSURE CATEGORIES DESIGNATED FOR THAT FILER'S POSITION AS STATED IN EXHIBITS A AND B.**

**APPROVED AND ADOPTED** this 15<sup>th</sup> day of September, 2022:

By: Print Name: Melissa LivingstonTitle: Director

## EXHIBIT A – DESIGNATED POSITIONS

# of POSITIONS	POSITION TITLE	DISCLOSURE CATEGORIES (From Exhibit B)
1	Director, Human Services Agency	1
<del>4</del> 5	Deputy Director, Human Services Agency	1
1	Workforce Innovation and Opportunity Act (WIOA) Executive Director	1
<del>1</del>	<del>Assistant Public Administrator/Guardian-Conservator</del>	<del>1</del>
<del>12</del>	<del>HSA Senior Program Manager</del>	<del>1</del>
<del>1</del>	<del>HSA Senior Administrative Manager</del>	<del>1</del>
<del>3</del> 2	HSA Senior Administrative Specialist	1
1	HS Public Authority Administrator	1
<del>2</del>	<del>HSA Administrative Manager</del>	<del>1</del>
<del>1</del>	<del>Manager— Application Development</del>	<del>1</del>
1	Senior Manager, Accounting	1
1	Administrative Services Director III	1
<del>1</del>	<del>HSA Senior Policy Analyst— Government Relations Manager</del>	<del>1</del>
<del>1</del>	<del>HSA Administrative Manager— Workforce Development Board Assistant Director</del>	<del>1</del>
<del>1</del>	<del>HS Program Manager II— Farmworker Resource Program</del>	<del>1</del>
1	HSA – Manager Information Technology	1
1	Manager, Accounting II	1
Consultants <sup>1</sup>		

<del>15</del>	<del>Division Manager-HSA</del>	<del>1</del>
<del>4</del>	<del>Human Services Manager</del>	<del>1</del>
<del>1</del>	<del>Manager, Accounting I</del>	<del>1</del>

<sup>1</sup> The disclosure, if any, required of a consultant will be determined on a case-by-case basis by the head of the agency or designee. The determination of whether a consultant has disclosure requirements should be made in writing on a Fair Political Practices Commission Form 805. The determination should include a description of the consultant's duties and based upon that description, a statement of the extent, if any, of the disclosure requirements. Each Form 805 is a public record and should be retained for public inspection either in the same manner and location as the Conflict of Interest Code, or with appropriate documentation at the location where the Conflict of Interest Code is maintained, cross-referencing to the Form 805.



## **EXHIBIT B – DISCLOSURE CATEGORIES**

The terms *italicized* below have specific meaning under the Political Reform Act. In addition, the financial interests of a spouse, domestic partner and dependent children of the public official holding the designated position may require reporting. Consult the instructions and reference pamphlet of the Form 700 for explanation.

### **Category 1 – BROADEST DISCLOSURE**

[SEE FORM 700 SCHEDULES A-1, A-2, B, C, D and E]

- (1) All sources of *income, gifts, loans and travel payments*;
- (2) All *interests in real property*; and
- (3) All *investments and business positions in business entities*.

### **Category 2 – REAL PROPERTY**

[SEE FORM 700 SCHEDULE B]

All *interests in real property*, including *interests in real property* held by *business entities* and trusts in which the public official holds a business position or has an *investment* or other financial interest.

### **Category 3 – LAND DEVELOPMENT, CONSTRUCTION AND TRANSACTION**

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans and travel payments*, from sources which engage in land development, construction, or real property acquisition or sale.

### **Category 4 – PROCUREMENT**

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans and travel payments*, from sources which provide services, supplies, materials, machinery or equipment which the designated position procures or assists in procuring on behalf of their agency or department.

### **Category 5 – REGULATION AND PERMITTING**

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans and travel payments*, from sources which are subject to the regulatory, permitting or licensing authority of, or have an application or license pending before, the designated position's agency or department.

### **Category 6 – FUNDING**

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans and travel payments*, from sources which receive grants or other funding from or through the designated position's agency or department.

## **APPENDIX - DESIGNATING OFFICIALS WHO MANAGE PUBLIC INVESTMENTS**

Pursuant to Government Code section 87200 et seq., certain city and county officials, as well as all "other officials who manage public investments," are required to disclose their economic interests in accordance with the Political Reform Act. This Appendix provides the relevant definitions for determining which public officials qualify as "other officials who manage public investments," designates the agency's positions which qualify as such, and states the Filing Officer for each designated position.

### **APPLICABLE DEFINITIONS**

As set forth in 2 California Code of Regulations section 18701, the following definitions apply for the purposes of Government Code section 87200:

(1) "Other public officials who manage public investments" means:

(A) Members of boards and commissions, including pension and retirement boards or commissions, or of committees thereof, who exercise responsibility for the management of public investments;

(B) High-level officers and employees of public agencies who exercise primary responsibility for the management of public investments, such as chief or principal investment officers or chief financial managers. This category shall not include officers and employees who work under the supervision of the chief or principal investment officers or the chief financial managers; and

(C) Individuals who, pursuant to a contract with a state or local government agency, perform the same or substantially all the same functions that would otherwise be performed by the public officials described in subdivision (1)(B) above.

(2) "Public investments" means the investment of public moneys in real estate, securities, or other economic interests for the production of revenue or other financial return.

(3) "Public moneys" means all moneys belonging to, received by, or held by, the state, or any city, county, town, district, or public agency therein, or by an officer thereof acting in his or her official capacity, and includes the proceeds of all bonds and other evidences of indebtedness, trust funds held by public pension and retirement systems, deferred compensation funds held for investment by public agencies, and public moneys held by a financial institution under a trust indenture to which a public agency is a party.

(4) "Management of public investments" means the following non-ministerial functions: directing the investment of public moneys; formulating or approving investment policies; approving or establishing guidelines for asset allocations; or approving investment transactions.

## DESIGNATED POSITIONS AND FILING OFFICERS

Based on the foregoing, the following agency positions and/or consultants qualify as “other officials who manage public investments” and shall file Statements of Economic Interests (Form 700) pursuant to Government Code section 87200 et seq. with the below-designated Filing Officers:

# of POSITIONS	POSITION TITLE/CONSULTANT	FILING OFFICER (Designate County Clerk of Board [COB] or Local Agency’s Clerk [AC])

Agency Report of:  
New Positions

A Public Document

California  
Form **804**

1. Agency Name (Also include, Division, Department, or Region (if applicable))

Ventura County Human Services Agency

Agency Contact

Shelly Brown

Phone Number

(805) 477-5302

Email

shelly.brown@ventura.org

☐ Amendment

Date of Original Filing: City of Ventura  
(month, day, year)

**AUG 23 2023**

Clerk of the Board

2. New Position Information

Position Title/Classification  
and Job Summary

Assigned Category

OR

Disclosure Requirement

Assuming/Start Date  
(Optional)

~~Contracts Administrator~~

4,6

Start 07 / 01 / 23  
m / d / yr

~~Clinical Services Operations  
Manager~~

4,6

Start 07 / 01 / 23  
m / d / yr

~~Director Area Agency on Aging~~

1

Start 07 / 01 / 23  
m / d / yr

~~Fiscal and Contracts Manager~~

4,6

Start 07 / 01 / 23  
m / d / yr

~~Deputy Director~~

1

Start 07 / 01 / 23  
m / d / yr

~~Direct Services Operations Manager~~

4,6

Start 07 / 01 / 23  
m / d / yr

~~PEARLS Program Manager~~

4,6

Start 07 / 01 / 23  
m / d / yr

3. Verification

I have read and understand FPPC Regulations 18700.3 and 18734. I have verified that the disclosure assignment(s) set forth above, is in accordance with its provisions.

Melissa  
Livingston

Digitally signed by Melissa  
Livingston  
Date: 2023.08.22 17:40:22  
-07'00'

Melissa Livingston

Director

08/22/23

Signature

Name

Title

(month, day, year)

Comment: (Use this space or an attachment for any additional information.)

All positions reflected on this 08/22/23 Form 804 are no longer desired to be on our VCHSA Conflict of Interest Code effective this 2024 Local Agency Biennial Notice.



Melissa Livingston

Director

09/25/24  
(month, day, year)

FPPC Form 804 (2/16)

FPPC Toll-Free Helpline: 866/ASK-FPPC (866/275-3772)

Agency Report of:  
New Positions

July 29, 2024

Clerk of the Board

## A Public Document

California  
Form

804

## 1. Agency Name (Also include, Division, Department, or Region (if applicable))

Ventura County Human Services Agency

## Agency Contact

Shelly Brown

## Phone Number

(805) 477-5302

## Email

shelly.brown@ventura.org

☐ Amendment

Date of Original Filing: \_\_\_\_\_

(month, day, year)

## 2. New Position Information

Position Title/Classification and Job Summary	Assigned Category	OR	Disclosure Requirement	Assuming/Start Date (Optional)
Division Manager-HSA	1			Start <u>08</u> / <u>04</u> / <u>24</u> m / d / yr
Human Services Manager	1			Start <u>08</u> / <u>04</u> / <u>24</u> m / d / yr
Manager, Accounting I	1			Start <u>02</u> / <u>19</u> / <u>23</u> m / d / yr
				Start ____ / ____ / ____ m / d / yr
				Start ____ / ____ / ____ m / d / yr
				Start ____ / ____ / ____ m / d / yr
				Start ____ / ____ / ____ m / d / yr
				Start ____ / ____ / ____ m / d / yr

## 3. Verification

I have read and understand FPPC Regulations 18700.3 and 18734. I have verified that the disclosure assignment(s) set forth above, is in accordance with its provisions.

Melissa  
LivingstonDigitally signed by Melissa  
Livingston  
Date: 2024.07.29 07:22:50  
-07'00'

Melissa Livingston

Director

07/29/24

Signature

Name

Title

(month, day, year)

Comment: (Use this space or an attachment for any additional information.)

**Amended  
Conflict of Interest Code**



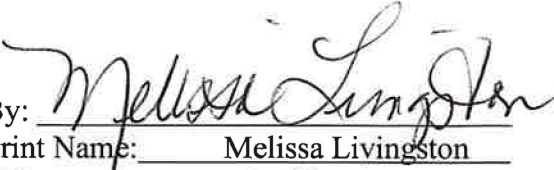
**CONFLICT OF INTEREST CODE  
VENTURA COUNTY HUMAN SERVICES AGENCY**

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The terms of California Code of Regulations, Title 2, Section 18730, and any amendment to it duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference as the Conflict of Interest Code for the **VENTURA COUNTY HUMAN SERVICES AGENCY**, and along with the attached Exhibit A, which designates positions requiring disclosure and Exhibit B, which sets forth disclosure categories for each designated position, constitute the Conflict of Interest Code of the **VENTURA COUNTY HUMAN SERVICES AGENCY**. Persons holding positions designated in Exhibit A shall file Form 700 Statements of Economic Interests with the Clerk of the Ventura County Board of Supervisors' Office which shall be the Filing Officer.

**IN PREPARING THE FORM 700, DESIGNATED FILERS NEED ONLY DISCLOSE THOSE FINANCIAL INTERESTS FALLING WITHIN THE DISCLOSURE CATEGORIES DESIGNATED FOR THAT FILER'S POSITION AS STATED IN EXHIBITS A AND B.**

**APPROVED AND ADOPTED** this 25<sup>th</sup> day of September, 2024:

By:   
Print Name: Melissa Livingston  
Title: Director

### **EXHIBIT A – DESIGNATED POSITIONS**

<b># of POSITIONS</b>	<b>POSITION TITLE</b>	<b>DISCLOSURE CATEGORIES (From Exhibit B)</b>
<b>1</b>	<b>Director, Human Services Agency</b>	<b>1</b>
<b>5</b>	<b>Deputy Director, Human Services Agency</b>	<b>1</b>
<b>15</b>	<b>Division Manager-HSA</b>	<b>1</b>
<b>4</b>	<b>Human Services Manager</b>	<b>1</b>
<b>1</b>	<b>Administrative Services Director III</b>	<b>1</b>
<b>1</b>	<b>Senior Manager, Accounting</b>	<b>1</b>
<b>1</b>	<b>Manager, Accounting II</b>	<b>1</b>
<b>1</b>	<b>Manager, Accounting I</b>	<b>1</b>
<b>1</b>	<b>HSA – Manager Information Technology</b>	<b>1</b>
<b>1</b>	<b>HS Public Authority Administrator</b>	<b>1</b>
<b>1</b>	<b>Workforce Innovation and Opportunity Act (WIOA) Executive Director</b>	<b>1</b>
<b>2</b>	<b>HSA Senior Administrative Specialist</b>	<b>1</b>
Consultants <sup>1</sup>		

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## **EXHIBIT B – DISCLOSURE CATEGORIES**

The terms *italicized* below have specific meaning under the Political Reform Act. In addition, the financial interests of a spouse, domestic partner and dependent children of the public official holding the designated position may require reporting. Consult the instructions and reference pamphlet of the Form 700 for explanation.

### **Category 1 – BROADEST DISCLOSURE**

[SEE FORM 700 SCHEDULES A-1, A-2, B, C, D and E]

- (1) All sources of *income, gifts, loans and travel payments*;
- (2) All *interests in real property*; and
- (3) All *investments and business positions in business entities*.

### **Category 2 – REAL PROPERTY**

[SEE FORM 700 SCHEDULE B]

All *interests in real property*, including *interests in real property* held by *business entities* and trusts in which the public official holds a business position or has an *investment* or other financial interest.

### **Category 3 – LAND DEVELOPMENT, CONSTRUCTION AND TRANSACTION**

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans and travel payments*, from sources which engage in land development, construction, or real property acquisition or sale.

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[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

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### **Category 5 – REGULATION AND PERMITTING**

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

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### **Category 6 – FUNDING**

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

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Pursuant to Government Code section 87200 et seq., certain city and county officials, as well as all "other officials who manage public investments," are required to disclose their economic interests in accordance with the Political Reform Act. This Appendix provides the relevant definitions for determining which public officials qualify as "other officials who manage public investments," designates the agency's positions which qualify as such, and states the Filing Officer for each designated position.

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(B) High-level officers and employees of public agencies who exercise primary responsibility for the management of public investments, such as chief or principal investment officers or chief financial managers. This category shall not include officers and employees who work under the supervision of the chief or principal investment officers or the chief financial managers; and

(C) Individuals who, pursuant to a contract with a state or local government agency, perform the same or substantially all the same functions that would otherwise be performed by the public officials described in subdivision (1)(B) above.

(2) "Public investments" means the investment of public moneys in real estate, securities, or other economic interests for the production of revenue or other financial return.

(3) "Public moneys" means all moneys belonging to, received by, or held by, the state, or any city, county, town, district, or public agency therein, or by an officer thereof acting in his or her official capacity, and includes the proceeds of all bonds and other evidences of indebtedness, trust funds held by public pension and retirement systems, deferred compensation funds held for investment by public agencies, and public moneys held by a financial institution under a trust indenture to which a public agency is a party.

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## DESIGNATED POSITIONS AND FILING OFFICERS

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# of POSITIONS	POSITION TITLE/CONSULTANT	FILING OFFICER (Designate County Clerk of Board [COB] or Local Agency’s Clerk [AC])