[ms-0398.003.011.017]

District 4

COUNTY OF SAN DIEGO

INTER-DEPARTMENTAL CORRESPONDENCE

Conflict of Interest

April 15, 1983

TO: Board of Supervisors (A500)
Assistant Chief Administrative Officer
Deputy Chief Administrative Officers
Department Heads and Courts

FROM: Clerk of the Board of Supervisors (A45)

SUBJECT: Form 519, Statement of Membership in Nonprofit Organizations Funded by County

By memo, dated February 7, 1983 (copy attached), this Department issued a reminder that Form 519, Statement of Membership in Nonprofit Organizations Funded by County, is due annually by March 31st from each County employee who is an officer or member of the policy-making board of a nonprofit organization which has requested or received County funding within one year preceding the disclosure statement or in the foreseeable future may apply for County funding.

To ensure that the department head or appointing authority is aware of the Statement and its contents, the Chief Administrative Officer has directed that each Statement bear the Department name, and alongside, the initials of the Department head indicating the contents have been reviewed.

Please follow this procedure before transmitting the Form 519's to the Clerk; otherwise, they will be returned to you to carry out the Chief Administrative Officer's direction.

For the filings received by the Clerk in 1983 which report an outside organization, the Clerk is returning them herewith to the Departments concerned. Please follow the procedure set forth above and promptly return the Form 519's to the Clerk.

PORTER D. CREMANS
Clerk of the Board of Supervisors

Kathryn A. Nelson

By: KATHRYN A. NELSON
Assistant Clerk of the Board of Supervisors

PDC:KAN:rl
Attachments
cc: Chief Administrative Officer

Form 519's returned to following Departments or Appointing Authorities:

Chairman, Board of Supervisors (1)	Library (1)
Assessor (1)	Department of Public Works (1)
Chief Administrative Officer (2)	Registrar of Voters (1)
County Counsel (1)	Sheriff (3)
Office of Employee Services (1)	Department of Social Services (17)
Housing & Community Development (1)	Superior Court, Department 27 (1)
Intergovernmental and Public Affairs(1)	Treasurer-Tax Collector (1)

COUNTY OF SAN DIEGO

INTER-DEPARTMENTAL CORRESPONDENCE

Date February 7, 1983

TO: Board of Supervisors (A500)
Assistant CAO's and Department Heads

FROM: Clerk of the Board of Supervisors (A45)

SUBJECT: Reminder that Annual Statement of Membership in Non-Profit Organizations Funded by the County is to be Filed by March 31, 1983

This is a request that you remind your personnel that the annual Statement of Membership in Nonprofit Organizations Funded by County be filed by March 31st.

It is the intent of Section 519 of the County Administrative Code to encourage County officials (employees) to participate in non-profit organizations. However, to avoid a possible conflict of interest situation, employees are required to file a disclosure statement with the Clerk of the Board of Supervisors under the following conditions:

1. The employee is an officer or a member of the policy-making board of a non-profit organization and;

2. The non-profit organization has requested or received County funding within one year preceding the disclosure statement, or, in the foreseeable future, may apply for County funding.

To comply with Section 519 of the County Administrative Code, an employee must file with the Clerk of the Board Form #519 immediately, or within 30 days after taking office, and annually in March.

A copy of Form #519 is attached.

PORTER D. CREMANS
Clerk of the Board of Supervisors

By Dena E. Trumble
Deputy

DET:dm

Attachment

FORM 519

STATEMENT OF MEMBERSHIP IN NONPROFIT ORGANIZATIONS FUNDED BY COUNTY

I am currently a member of the following nonprofit organizations funded by the County:

Organizations:	Status:

Specific funding request
(If applicable) _____

_____

Actual or anticipated involvement
in the funding request or decision
(If applicable) _____

_____

NAME _____

SIGNATURE _____ DATE _____

ORGANIZATION _____

Please return completed form to:

Clerk of the Board of Supervisors
402 County Administration Center
1600 Pacific Highway
San Diego, California 92101
Phone: 236-4437