

Coffee with the Clerks



Wednesday, May 20, 2026



You're presenters today:



Jeff Barnes, Chief Assistant County Counsel



Mia Martinez, Chief Deputy Clerk of the Board



Brenden Vlahakis, Assistant Chief Deputy Clerk of the Board



Julie Stuva, Deputy Clerk of the Board – (Filing Officer)

Legal authority responsible for enforcement/compliance under the Political Reform Act

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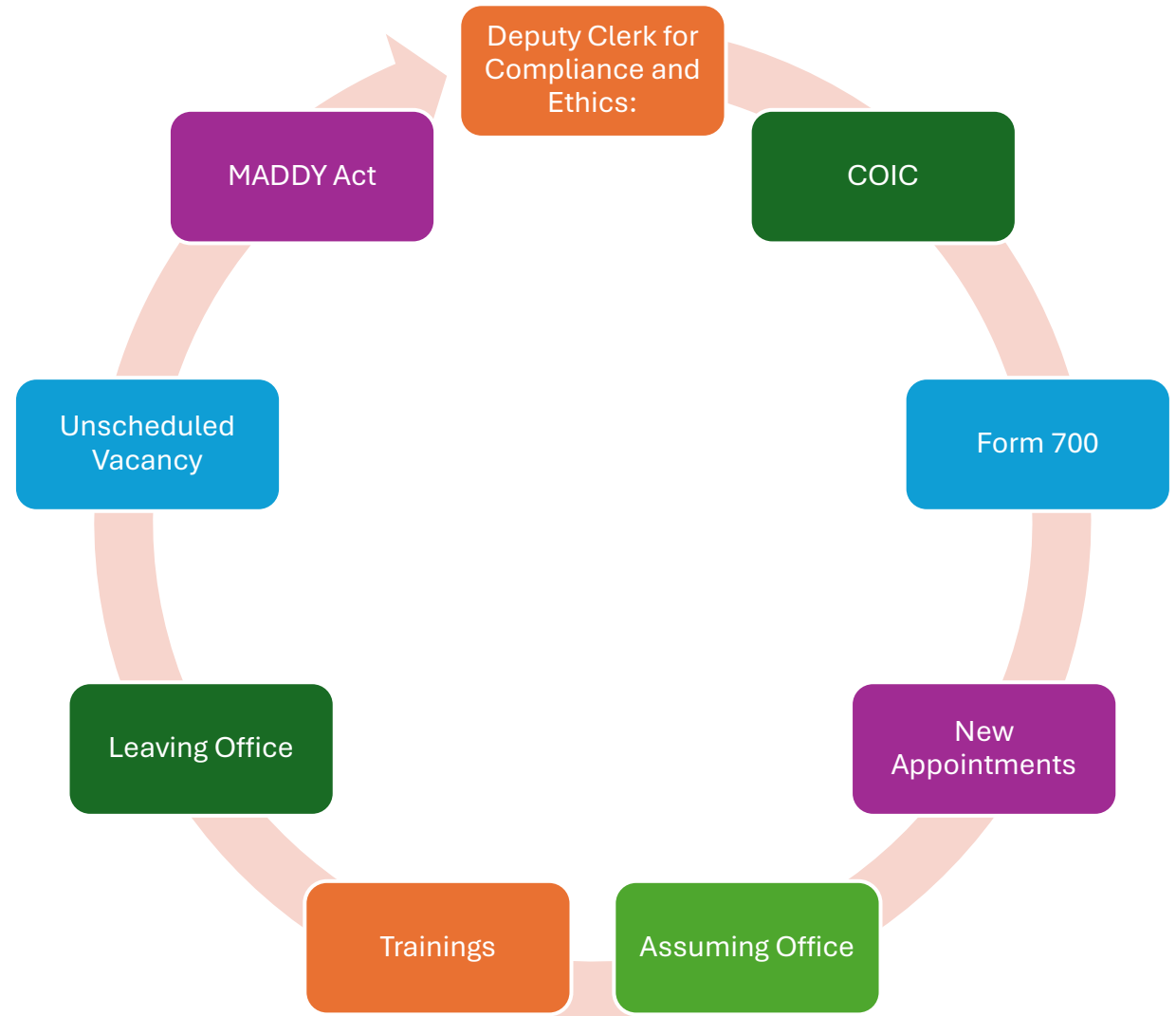
Agenda



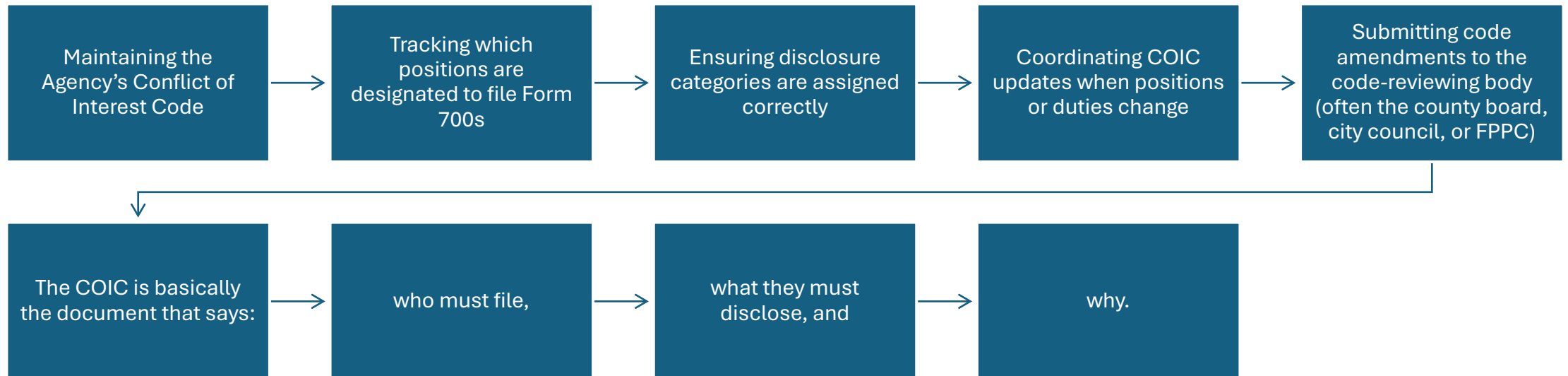
We'll be covering

- Clerk of the Board as the Filing Officer
- Your role as a Filing Official
- Required Revisions to Conflict-of-Interest Code
- The process for the Mandatory 2026 Biennial Review Submission
- Form 700's
- Assuming Office
- Leaving Office

Role of the Clerk of the Board



Your role as a Filing Official



When it comes
to FPPC
Compliance, we
work together



Required Revisions to Conflict-of-Interest Code

- New positions created that are involved in agency decisions
- Old position are deleted or re-named
- Disclosure categories for existing positions need to change based on new or different job duties or responsibilities

Contents of Conflict of Interest Codes

- Cover page incorporates by reference the FPPC Regulation containing the standard Conflict of Interest Code. Cover page states that positions designated in Exhibit A required to file Form 700s
- Cover page explains that the agency's designated filers are only required to disclose, in Form 700, their personal financial interests falling within the disclosure categories in Exhibit B
- Exhibit A – Lists designated positions, disclosure categories, and filing officers
- Exhibit B – Lists disclosure categories. Tailor to each position's duties and responsibilities
- **NEW THIS YEAR** – No more appendix for “public officials who manage public investments.” They are now required to file directly with FPPC.

The process for the Mandatory 2026 Biennial Review Submission

1. Draft initial code amendments.
2. Before having your Agency's Governing Board or Executive Officer give final approval, Submit a Clean Copy and Redline Copy to form700clerk@venturacounty.gov
3. The County's Legal Counsel will review and provide feedback.
4. Once the County has tentatively approved your revised conflict of interest code, submit to your Governing Body for Formal Approval. *Note, the revised conflict of interest code is subject to subsequent approval by the County Board of Supervisors before it becomes effective.*
5. After approval from your Governing Body, complete the "2026 Local Agency Biennial Notice". This must be signed by either your Executive Officer or Chair of the Governing Board.
6. Submit the complete and finalized package to form700clerk@venturacounty.gov, no later than October 1, 2026.
7. The County will compile all responses and submit a consolidated request to the County Board of Supervisors for final approval.
8. After Final Approval, by the County Board of Supervisors, the Clerk of the Board's Office will work the Filing Official to update individual filers as applicable.
9. Beginning January 1, 2027, filers will begin filing based on the updated conflict of interest codes.

Deputy Clerk's Role

- Sending annual filing notices and deadlines
- Providing Form 700 forms or e-filing access
- Collecting and tracking filings
- Reviewing forms for completeness
- Following up with non-filers
- Maintaining the records as public documents
- Forwarding certain filings to the appropriate filing officer or FPPC
- Handling public inspection requests

Filing Officer

The Fair Political Practices Commission:
For Positions Listed in Government Code
Section 87200

The County of Ventura Clerk of the Board of Supervisors: For entities that operate in more than one City, but within the geographical boundaries of Ventura County, and all School Districts and Charter Schools.

The City Clerk: For entities created by a City that operate fully within City Boundaries.

Form 700's

What is it?

California's **Form 700**, officially called the **Statement of Economic Interests**, is a public disclosure form required under the California Political Reform Act.

What is it for?

It's used to disclose certain financial interests that could potentially create conflicts of interest for public officials and designated employees.

What gets disclosed?

- Depending on the filer's disclosure category, Form 700 may require reporting of things like:
- Sources of income
- Investments
- Business positions
- Real property interests
- Gifts
- Loans
- Travel payments

Form 700's Continued

Who files?

- Typical filers include:
- elected officials,
- department heads,
- board and commission members,
- planners,
- purchasing staff,
- attorneys,
- and other designated employees identified in a Conflict of Interest Code.
- In Ventura County, many filers are designated through agency Conflict of Interest Codes adopted by the Ventura County Board of Supervisors.

Why it matters

- Form 700 helps:
- prevent conflicts of interest,
- promote ethical government,
- increase transparency,
- and maintain public trust.

Assuming Office

Someone assuming a position that requires financial disclosure must file an **Assuming Office Statement**, which is completed on the same document: California **Form 700 (Statement of Economic Interests)**.

The Assuming Office Statement discloses the filer's reportable economic interests held as of the date they assumed office or began the designated position.

Typical filing timelines:

- **Assuming Office Statement:** Due within **30 days** of assuming office or beginning the position.
- **Annual Statement:** Filed each year thereafter.
- **Leaving Office Statement:** Filed within **30 days** of leaving the position.

The filing requirement applies to elected officials, designated employees, board and commission members, and others identified in an agency's Conflict of Interest Code.

Assuming Office

Requirements

For New Filers, the Filing Official (You) is required to give the Filing Officer (Usually the Clerk of the Board), the following information, **within 10 days**:

- ❖ The Filer's Full Legal Name (No Nicknames)
- ❖ The name of the position they are filling, as listed in the Conflict of Interest Code (Not an internal-only title).
- ❖ Their start-date in the position, which may be either the effective date of their appointment/hire OR their first day performing official duties.
- ❖ Their Email Address.

Leaving Office

- A **Leaving Office Statement** on California **Form 700** requires the filer to disclose reportable economic interests that they held during the period between:
 - the closing date of their last statement, and
 - their date of leaving office.
- Key details needed include:
 - the filer's official title and agency,
 - the date they left office,
 - reporting period dates,
 - and all reportable financial interests during that reporting window.
- The Leaving Office Statement is typically due within **30 days** of leaving the position.

Leaving Office

Requirements

For Departing Filers, the Filing Official (You) is required to give the Filing Officer (Usually the Clerk of the Board), the following information, **within 10 days**:

- ❖ The Filer's Full Legal Name (No Nicknames)
- ❖ The Position they are Leaving.
- ❖ Their last date in the position, which may be the effective date of their departure OR their last day performing position duties.
- ❖ Their **Personal Contact Information**, Including Email Address, Phone Number, and Mailing Address.

QUESTION

