

Santa Barbara County Special Education Local Plan Area
Conflict of Interest Administrative Regulation

A Joint Powers Agency

Effective Date: June 1, 2026 (AR # 2005)

Part I – Incorporation by Reference

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 policies and administrative regulations (“Code”). After public notice and hearing, the California 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 Administrative Regulation of the **Santa Barbara County Special Education Local Plan Area (SELPA)**, a Joint Powers Agency.

Part II – Filing of Statements of Economic Interests

A. Electronic Filing (eDisclosure)

Designated employees may file their Statements of Economic Interests (Form 700) online using the eDisclosure system, which will submit the Form 700 directly to the Santa Barbara County Clerk, Recorder and Assessor. Statements will be made available for public inspection and reproduction (Government Code Section 81008). Your agency’s filing official can provide you access to the eDisclosure system.

B. Paper Filing

Designated employees who file using a paper Form 700 shall file with the Santa Barbara County SELPA (the Code Agency). Upon receipt of the Statement filed by the designated employee, a copy shall be retained by the Code Agency and the original shall be forwarded to the Santa Barbara County Clerk, Recorder and Assessor.

C. Filing Officer

The Executive Director of the Santa Barbara County SELPA (or their designee) shall serve as the Filing Officer for purposes of this Administrative Regulation. The Filing Officer is responsible for ensuring that designated employees receive notice of their filing obligations, collecting filed statements, forwarding originals to the County Clerk, Recorder and Assessor as required, and making statements available for public inspection.

D. Filing Address

Santa Barbara County Clerk, Recorder and Assessor

County Administration Building, 105 E. Anapamu St., Santa Barbara, CA 93101

Part III – Conflict of Interest Policies

A. Policy Statement

The Santa Barbara County SELPA will serve its member local educational agencies (LEAs), including the parents/guardians and students within those LEAs, equally, without regard to their wealth or any other status. The Santa Barbara County SELPA, including its JPA Board and employees, will perform its duties in an impartial manner, free from bias caused by the SELPA JPA Board members' and SELPA employees' own financial interests.

The SELPA JPA Board desires to maintain the highest ethical standards and help ensure that decisions are made in the best interest of the Santa Barbara County SELPA and the public. Accordingly, no "SELPA Official," defined as a SELPA JPA Board member or any person holding a Designated Position identified in this Conflict of Interest Administrative Regulation, shall participate in the making of any decision for the Santa Barbara County SELPA when the decision will or may be affected by the SELPA Official's financial, family, or other personal interest or consideration, as defined by law. This does not apply to a SELPA JPA Board member making a decision that will or may affect the Board member's local educational agency ("LEA") because all decisions made by the JPA Board affect all of the LEA members of the Santa Barbara County SELPA equally.

B. Conflict of Interest Under the Political Reform Act

A SELPA Official shall not make, participate in making, or in any way use or attempt to use an official position to influence a SELPA decision in which the SELPA Official knows or has reason to know that there is a disqualifying conflict of interest. A disqualifying conflict of interest exists if the decision will have a "reasonably foreseeable material financial effect," which is distinguishable from the effect on the public generally, on the SELPA Official's immediate family, or any financial interest described in 2 CCR 18700.

A SELPA Official makes a governmental decision when, acting within the authority of the office or position, the SELPA Official authorizes or directs any action on a matter, votes or provides information or opinion on it, contacts or appears before other SELPA Officials for the purpose of affecting the decision, or takes any other action specified in 2 CCR 18704.

A SELPA Official is not prohibited from participating in a contract in which the SELPA Official has a financial interest if such participation is required by the rule of necessity or legally required participation pursuant to Government Code 87101 and 2 CCR 18705.

This Administrative Regulation does not prohibit a JPA Board member from participating in decisions that affect all LEA members of the Santa Barbara County SELPA equally.

C. Conflict of Interest Under Government Code 1090 – Financial Interest in Contracts

A SELPA Official shall not be financially interested in any contract made by the SELPA, including in the development, internal discussions, negotiations, modifications, planning, deliberation of issues, and specifications and solicitations for bids. If a SELPA Official has such a financial interest in a contract made by the SELPA, the contract is void.

A JPA Board member shall not be considered to be financially interested in a contract in which there is only a "remote interest," as specified in Government Code 1091, if the interest is disclosed during a JPA Board meeting and noted in the official JPA Board minutes. The affected

JPA Board member shall not vote or debate on the matter or attempt to influence any other JPA Board member to enter into the contract.

A SELPA Official shall not be considered financially interested in a contract if the interest is reimbursement for actual and necessary expenses incurred in the performance of official duties, in the employment of a spouse or registered domestic partner who has been a SELPA employee for at least one year prior to the JPA Board member's election or appointment, or in any other "noninterest" specified in Government Code 1091.5.

A SELPA Official shall abstain from any official action in which the SELPA Official's private or personal interest may conflict with official duties pursuant to the common law doctrine against conflict of interest.

D. Gifts

SELPA Officials may accept gifts only under the conditions and limitations specified in law, including but not limited to Government Code 89503 and 2 CCR 18730. The current annual gift limit is established by 2 CCR 18940.2.

Gifts of travel and related lodging and subsistence shall be subject to the current gift conditions and limitations, except when:

1. The travel is in connection with a speech given by a SELPA Official, provided the lodging and subsistence expenses are limited to the day immediately preceding, the day of, and the day immediately following the speech, and the travel is within the United States; or
2. The travel is provided by a government, governmental agency or authority, bona fide public or private educational institution (as defined in Revenue and Taxation Code 203), or a nonprofit organization exempt from taxation under IRC 501(c)(3), as specified in Government Code 89506.

Gifts of travel exempted from the gift limitation, as described above, shall nevertheless be reportable on the recipient's Statement of Economic Interests/Form 700 as required by law.

A gift of travel does not include travel provided by the SELPA for SELPA Officials.
(Government Code 89506)

E. Honoraria

SELPA Officials shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private conference, convention, meeting, social event, meal, or like gathering. (Government Code 89501, 89502)

The term honorarium does not include: (Government Code 89501)

1. Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession, unless the sole or predominant activity of the business, trade, or profession is making speeches.
2. Any honorarium which is not used and, within 30 days after receipt, is either returned to the donor or delivered to the SELPA for donation into the general fund without being claimed as a deduction from income for tax purposes.

Part IV – Definitions

“**SELPA Official**” means any member of the SELPA JPA Board and any person holding a Designated Position as listed in Appendix A of this Code.

“**Designated Position**” means any position listed in Appendix A to this Code.

“**Code Agency**” means the Santa Barbara County Special Education Local Plan Area.

“**Filing Officer**” means the Executive Director of the Santa Barbara County SELPA, or their designee.

Part V – Legal References

Citation	Subject
Gov. Code §§ 81000–91014	Political Reform Act
Gov. Code §§ 1090–1099	Prohibitions Applicable to Specified Officers
Gov. Code § 87200 et seq.	Statement of Economic Interests – 87200 Filers
Gov. Code § 87300 et seq.	Conflict of Interest Codes
Gov. Code § 87302	Designated Positions; Disclosure Categories
Gov. Code § 87306	Biennial Review of Conflict-of-Interest Codes
Gov. Code § 81008	Public Inspection of Statements
Gov. Code §§ 89501–89506	Honoraria and Gift Restrictions
2 C.C.R. § 18730	FPPC Standard Conflict of Interest Code (Incorporated by Reference)
2 C.C.R. §§ 18700–18760	Conflicts of Interest Regulations
2 C.C.R. § 18940.2	Gift Limit Amount

Appendix A – Designated Positions and Disclosure Categories

The following positions are designated for purposes of this Conflict-of-Interest Administrative Regulation. Individuals holding these positions are required to file a Statement of Economic Interests (Form 700) disclosing the financial interests specified in the assigned disclosure category, as further described in Appendix B.

Designated Position	Disclosure Category	Filing Location
JPA Board Member	Category 1 (Full Disclosure)	Santa Barbara County Clerk, Recorder and Assessor (via SELPA Filing Officer)
Executive Director	Category 1 (Full Disclosure)	Santa Barbara County Clerk, Recorder and Assessor (via SELPA Filing Officer)
Chief Business Official	Category 1 (Full Disclosure)	Santa Barbara County Clerk, Recorder and Assessor (via SELPA Filing Officer)
SELPA Coordinator	Category 2 (Limited Disclosure)	Santa Barbara County Clerk, Recorder and Assessor (via SELPA Filing Officer)
Mental Health Manager	Category 2 (Limited Disclosure)	Santa Barbara County Clerk, Recorder and Assessor (via SELPA Filing Officer)
Consultants*	Category 1 or 2 (as determined by Filing Officer)	Santa Barbara County Clerk, Recorder and Assessor (via SELPA Filing Officer)

** Consultants shall be included in the list of Designated Positions and shall disclose pursuant to the broadest applicable disclosure category, unless the Filing Officer determines in writing that a particular consultant performs limited duties and therefore requires a reduced level of disclosure. Such determination must be maintained as a public record with this Administrative Regulation.*

Appendix B – Disclosure Categories

The disclosure categories below specify the types of financial interests that must be reported on Form 700 by individuals in each designated position. Categories are defined in accordance with 2 C.C.R. §§ 18730 and 18700–18760.

Category	Category Name	Disclosable Interests
Category 1	Full Disclosure	Investments, business positions, income (including loans, gifts, and travel payments), and interests in real property. Filers must disclose all reportable financial interests that could foreseeably be materially affected by any decision made or participated in by the SELPA.
Category 2	Limited Disclosure	Investments, business positions, and income from entities that: (1) provide services, supplies, materials, or equipment to the SELPA; (2) are subject to the regulatory, permit, or licensing authority of the SELPA; or (3) have a financial interest that could foreseeably be materially affected by decisions made in the scope of the filer’s designated position.

Category 1 applies to positions with broad decision-making authority over agency contracts, budgets, and policy. Category 2 applies to positions with more limited or program-specific decision-making authority.

Certification of Adoption

This Conflict-of-Interest Administrative Regulation was adopted by the Santa Barbara County Special Education Local Plan Area JPA Board at a duly noticed public meeting.

Board Chair Signature: *Anne Hubbard* Date: Jun 15, 2026
[Anne Hubbard \(Jun 15, 2026 10:35:30 PDT\)](#)

Anne Hubbard

Executive Director Signature: *Stacey McCrath-Smith* Date: Jun 15, 2026
 Stacey McCrath-Smith

Administrative Regulation No.: 2005