

DEPARTMENT OF MENTAL HEALTH

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 Cal. Code of Regs. Sec. 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 **Department of Mental Health ("DMH")**.

Individuals holding designated positions shall file their statements of economic interests with the **DMH**, which will make the statements available for public inspection and reproduction. (Gov. Code Sec. 81008.) Upon receipt of the statement for the Director, the **DMH** shall make and retain a copy and forward the original to the **Fair Political Practices Commission**. All other statements will be retained by the **DMH**.

APPENDIX A
Designated Positions

| <u>Division/ Position</u> | <u>Disclosure Category</u> |
|---|--------------------------------|
| ENTIRE DEPARTMENT | |
| Assistant Director | 1 |
| Special Assistant to the Director | 1 |
| Deputy Director | 1 |
| Assistant Deputy Director | 1 |
| Staff Counsel | 1 |
| Information Technology Manager and Supervisor | 2 |
| <u>Information Technology Supervisor</u> | <u>2</u> |
| Accounting Administrator, <u>all levels</u> | 2, 3 |
| Staff Services Manager, <u>all levels</u> | 2, 3 |
| Mental Health Program Administrator | 2 |
| Mental Health Program Supervisor | 2 |
| Data Processing Manager | 2, 3 |
| Procurement & Services Officer | 3 |
| Procurement Analysts | 3, 4 |
| Contract Manager | 2 |
| Consultant | * |
| Hourly Intermittent Employee | 2, 3 |
| DIRECTOR'S OFFICE | |
| Director | 1 |
| Chief Deputy Director | 1 |
| Consumer Liaison | 2 |
| Medical Director | 1 |
| Senior Management Auditor | 1 |
| Executive Officer <u>for California Mental Health Planning Council and Mental Health Services Oversight Accountability Commission</u> | 1 |
| <u>Legal Office</u> | |
| Chief Counsel | 1 |
| Assistant Chief Counsel | 1 |
| COMMUNITY SERVICES | |
| Staff Mental Health Specialist | 2 |
| Associate Mental Health Specialist | 2 |
| Associate Governmental Program Analyst | 2 |
| Health Education Consultant III | 2 |
| Research Manager (I, II) , <u>all levels</u> | 2 |
| Research Program Specialist (I, II) , <u>all levels</u> | 2 |
| Research Analyst II | 2 |

ADMINISTRATIVE SERVICES

Human Resources

| | |
|---|----------|
| Associate Business Management Analyst | 3 |
| Health and Safety Officer | 2 |
| Business Services Officer (Specialist and Supervisor) | 3 |
| <u>Labor Relations Analyst</u> | <u>3</u> |
| <u>Labor Relations Specialist</u> | <u>3</u> |

Financial Services

| | |
|-------------------------------------|---|
| Associate Budget Analyst | 4 |
| Labor Relations Manager, all levels | 2 |

INFORMATION TECHNOLOGY

| | |
|---|----------|
| Hospital Data Processing Manager | 37 |
| Hospital Information Technology Manager and Supervisor | 37 |
| <u>Hospital Information Technology Supervisor</u> | <u>7</u> |
| Information Security Officer | 37 |
| Enterprise Architect | 37 |
| Information Technology Contract Manager | 37 |
| Staff Information System Analyst | 37 |
| Accounting and Supervisor Manager | 37 |
| <u>Accounting Supervisor</u> | <u>7</u> |

LONG TERM CARE SERVICES

State Hospitals

| | |
|--|-------------|
| Executive Director | 1 |
| Medical Director | 1 |
| Hospital Administrator, all levels | 1 |
| Clinical Administrator | 1 |
| Accounting Officer | 2 |
| Assistant Hospital Administrator | 1 |
| <u>Assistant Coordinator of Nursing Services</u> | <u>6, 7</u> |
| Chief, Physician and Surgeon | 6, 37 |
| Chief of Plant Operations, all levels | 3, 7 |
| Chief of Professional Education | 6, 37 |
| <u>Coordinator of Nursing Services</u> | <u>6, 7</u> |
| Program Director Mental Disabilities | 3, 7 |
| Director of Dietetics | 3, 7 |
| Assistant Director of Dietetics | 3, 7 |
| Hospital General Services Administrator, all levels | 6, 37 |
| Patient Benefit and Insurance (Supervisor), all levels | 1 |
| Pharmacy Services Manager | 6, 37 |
| Pharmacist H , all levels | 6, 37 |
| Program Assistant Mental Disabilities | 3, 7 |
| Supervisor Clinical Laboratory Technician | 3, 7 |

Senior Special Investigator 4, 5, 6
Training Officer ~~I, II, III~~, all levels 3, 7

PROGRAM COMPLIANCE

Supervising Governmental Auditor, all levels 8

CONSULTANTS

*Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The Director may determine in writing that a particular consultant, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. The Director’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

APPENDIX B

Disclosure Categories

DISCLOSURE CATEGORY 1

~~Designated employees assigned to this category must report:~~ Individuals holding a designated position assigned to Disclosure Category 1 must report interests in real property located within one mile of any hospital subject to the Department's ~~jurisdiction authority~~; ~~and all~~ investments and business positions in business entities, and income, including loans, gifts, and travel payments, from all sources.

DISCLOSURE CATEGORY 2

~~Designated employees assigned to this category must report:~~ Individuals holding a designated position assigned to Disclosure Category 2 must report ~~All~~ investments and business positions in business entities, and ~~sources of~~ income, including loans, gifts, and travel payments, from all sources.

DISCLOSURE CATEGORY 3

~~Designated employees assigned to this category must report:~~ Individuals holding a designated position assigned to Disclosure Category 3 must report investments and business positions in business entities, and ~~sources of~~ income, including loans, gifts, and travel payments, from sources of the type to contract with the Department of Mental Health.

DISCLOSURE CATEGORY 4

~~Designated employees assigned to this category must report:~~ Individuals holding a designated position assigned to Disclosure Category 4 must report investments and business positions in business entities, and ~~sources of~~ income, including loans, gifts, and travel payments, from sources of the type to be eligible to receive grants or other monies (excluding monies received pursuant to the contracts as specified ~~above~~ in Disclosure Category 3 above).

DISCLOSURE CATEGORY 5

~~Designated employees assigned to this category must report:~~ Individuals holding a designated position assigned to Disclosure Category 5 must report investments and business positions in business entities, and ~~sources of~~ income, including loans, gifts, and travel payments, from sources that are regulated by the division of the Department of Mental Health ~~in which the designated employee holds his or her position~~ to which the filer is assigned.

DISCLOSURE CATEGORY 6

~~Designated employees assigned to this category must report:~~ Individuals holding a designated position assigned to Disclosure Category 6 must report investments and business positions in business entities, and ~~sources of~~ income, including loans, gifts, and travel payments, from sources of the type to be eligible to receive patient referrals for the delivery of health care services or supplies by the hospital to which the ~~employee is assigned~~ filer is assigned.

DISCLOSURE CATEGORY 7

Individuals holding a designated position assigned to Disclosure Category 7 must report investments and business positions in business entities, and income, including loans, gifts, and travel payments, from sources of the type to provide services, supplies, materials, machinery, or equipment to the division in which the filer is assigned.

DISCLOSURE CATEGORY 8

Individuals holding a designated position assigned to Disclosure Category 8 may file Statements of Economic Interests, Form 700-A. The statement shall identify each source of income, including gifts, loans, and travel payments, investments, or real property if the source of income, investment, or real property was the subject of a case assignment during the period covered by the statement.