



**Campaign Finance and Ethics Commission**  
**Memorandum**

---

April 25, 2018

To: Chairman Andrew Do, First District Supervisor  
Members, Board of Supervisors

From: Denah Hoard, Executive Director

A handwritten signature in blue ink, appearing to read "D. Hoard", is written over the printed name "Denah Hoard".

Subject: Campaign Finance and Ethics Commission First Quarter Report

---

Pursuant to O.C.C.O. section 1-2-359, the following document was prepared and submitted to the Campaign Finance and Ethics Commission (OCEthics) at the April 23, 2018 Commission meeting.

Quarterly Report (1<sup>st</sup> Quarter): January – March 2018

The above document is submitted to the Board of Supervisors after review and approval by OCEthics as required under O.C.C.O. section 1-2-360.

If you have any questions or would like additional information, please do not hesitate to contact me.

Attachment:

Quarterly Report (1<sup>st</sup> Quarter): January – March 2018

cc: Frank Kim, County Executive Officer  
Leon Page, County Counsel  
Chiefs of Staff

# Quarterly Report

## January - March 2018

Office of Campaign Finance and Ethics Commission



# January—March 2018

Project	Status
Commission website: <a href="http://www.ocgov.com/gov/ocethics/">http://www.ocgov.com/gov/ocethics/</a>	<b>ON-GOING</b> — Meeting “tab” now contains agendas, supporting documents and minutes. Important Information “tab” contains all approved materials to date along with laws related to Commission business. Home screen has been renovated to show Commission meeting information in a more prominent location.
Commission Procedures	<b>COMPLETED</b> —Procedures were approved with amendments at the January 22nd Commission meeting. Final version has been transmitted to the Board of Supervisors and posted on the website under IMPORTANT INFORMATION.  <i>This item will be removed from future reports.</i>
Campaign Disclosure Review	<b>ON GOING</b> — Final 2017 filing audit completed. Since the Office of Campaign Finance and Ethics Commission opened in April 2017 more than \$28,000 of campaign contributions have been voluntarily refunded by candidates and elected officials.
Plain language manual	<b>COMPLETED</b> — 2018 Candidate Manual was approved with amendment at the January 22nd Commission meeting. Final version has been transmitted to the Board of Supervisors and posted on the OCEthics website.  <i>This item will be removed from future reports unless changes to the manual are made.</i>

# January—March 2018

Project	Status
<p>Lobbyist Portal</p> <p><a href="http://oclobbyist.egovoc.com/#/">http://oclobbyist.egovoc.com/#/</a></p>	<p><b>IN PROGRESS</b>—Portal is live as of June 2017. Portal undergoing IT update for streamlining of administrative functions. Audit of lobbyists completed and communications on-going to determine status. We believe less than 5 lobbyists are currently overdue with registrations.</p>
<p>Campaign Contribution Database</p>	<p><b>IN PROGRESS</b>—Orange County Information Technology (OCIT) has provided a production mode database which has tested extremely well. We believe there is a good chance the database could be live by the first semi-annual disclosure in 2018.</p>
<p>Complaint Program</p>	<p><b>ON GOING</b>— A total of 5 complaints were received in the first quarter of 2018. Two complaints remain open. This is a significant increase from 2017 as only 3 complaints were received during the entire year. The increase has not caused a need for increased staffing but has slowed response time.</p>

# January—March 2018

Project	Status
Records Retention Schedule	<p><b>PENDING</b>— Draft of schedule for Department specific records not covered by Countywide policy completed. Will be working with CEO’s office to bring OCEthics Retention Policy to the Board for approval. No destruction will occur until Board authorizes and/or is pursuant to Policy.</p>
Finance and Budget	<p><b>IN PROGRESS</b>—Third Available Financing has been completed which is the County process that requires each Department to provide detailed reports of how they are staying within their allotted budget. This year’s OCEthics budget is forecasted to come in on budget or slightly under budget. The 2017-2018 OCEthics budget was \$451,656. Salary and benefits made up \$369,852 of the budget and \$81,804 made up services and supplies.</p>
Advice Tracking System	<p><b>IN PROGRESS</b> - A more formal tracking system needs to be developed so that telephone responses can be calculated.</p>

# January – March 2018

<h2>Training</h2>	
<b>Project</b>	<b>Status</b>
Ethics (AB 1234) Training	<b>ON GOING</b> —The required first notice was sent in January and 78 certificates of compliance have been received from the 484 individuals we track. The next reminder will be sent out in June. We receive requests for assistance approximately 7-10 times per week related to this program.
Newly Elected and Appointed Official and Staff training program	<b>COMPLETED</b> —Training materials approved by Commission and transmitted to the Board of Supervisors. Live presentations will begin after the June elections.
Education Outreach	<b>IN PROGRESS</b> —OCEthics attended a monthly meeting of the Orange County City Attorney’s Association and the Grand Jury Association. A short presentation on the first year accomplishments of the Office were provided to both organizations. In addition to these two organizations, a group of Chapman Journalism students came into the office and received the “Newly Elected Official” Training and sat for a question and answer period about the Office.
Election Academy	<b>COMPLETED</b> —OCEthics participated in the Election Academy hosted by Registrar of Voters (ROV). Students at the academy included members of the public, candidates and professionals interested in the County. The topic was a short presentation on the Office followed by a question and answer period.