

**NORCOM Governing Board**  
**Agenda Summary**

**MEETING DATE:** March 13, 2015

**SUBJECT:** Resolution 88 - SOP 05-005 Financial Code of Ethics

**FROM:** Gwen Pilo, Finance Manager

Reviewed by:         Director                       Finance Manager                       Finance Committee

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**HISTORY:** In keeping with the policies declared by the state legislature in enacting codes of ethics for state officials, it is recognized that high moral and ethical standards among NORCOM employees are equally essential. A code of ethics for the guidance of NORCOM employee's is necessary in order to prevent conflicts of interest, to improve standards of public service, and promote and strengthen the faith and confidence of the agencies we serve.

The NORCOM Governing Board approved the original policy in February of 2010. During the audit of the 2012-2013 fiscal periods the State Auditor's office reviewed this policy and recommended the following additions:

- 1) Outline what a conflict of interest is, and the requirements to follow if a potential conflict of interest exists.
- 2) Add a sign-off to indicate review of the conflict of interest policy.

Staff worked with the Finance Committee to review and edit the policy and the recommendations of the State Auditor's office are included in this revision of the Conflict of Interest Policy. A redline version and clean copy have been provided.

At the March Finance Committee Meeting, the policy was recommended for Governing Board approval.

**PROPOSAL:** Recommend the Governing Board adopt Resolution 88 - SOP 05-005 Financial Code of Ethics.

**FISCAL IMPACT:** None

**ADVANTAGES:** Establishes guidelines for ethical standards of conduct that shall govern the performance of NORCOM employee's and provide consistent guidelines in the event of conflicts and to prevent potential conflicts of interest.

**DISADVANTAGES:** None

**RECOMMENDED MOTION: I MOVE THE GOVERNING BOARD APPROVE RESOLUTION 88 - SOP 05-005 FINANCIAL CODE OF ETHICS.**

**Resolution 88**

**A RESOLUTION OF THE GOVERNING BOARD OF NORCOM  
APPROVING STANDARD OPERATING PROCEDURE #05-005  
REGARDING A FINANCIAL CODE OF ETHICS POLICY, AND  
AMENDING AND RESTATING THE PRIOR POLICY.**

**WHEREAS**, NORCOM previously approved Standard Operating Procedure #05-005; Financial Code of Ethics on February 12, 2010 (the "Prior Policy"); and

**WHEREAS**, the Governing Board now desires to amend and restate the Prior Policy as provided herein;

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Board of NORCOM as follows:

Section 1. Authorization. The Governing Board hereby approves Standard Operating Procedure #05-005; Financial Code of Ethics (the "Revised Policy") in substantially the form provided to this Board, which is incorporated herein by this reference. The Revised Policy is intended to amend and restate the Prior Policy as of the date hereof.

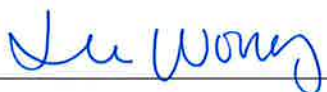
Section 2. Further Authority; Prior Acts. All NORCOM officials, their agents, and representatives are hereby authorized and directed to undertake all action necessary or desirable from time to time to carry out the terms of, and complete the transactions contemplated by, this resolution. All acts taken pursuant to the authority of this resolution but prior to its effective date are hereby ratified and confirmed.

Section 3. Effective Date. This resolution shall take effect immediately upon its passage and adoption.

Passed by a majority vote of the Governing Board in an open public meeting on this 13th day of March, 2015.

Signed in authentication thereof on this 13th day of March, 2015.

  
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Chair

Attest:   
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