



COUNTY OF LAKE
CLERK OF THE BOARD OF SUPERVISORS
Courthouse - 255 North Forbes Street
Lakeport, California 95453
TELEPHONE (707) 263-2368
FAX (707) 263-2207

APPLICATION FOR APPOINTMENT TO LAKE COUNTY BOARDS, COMMISSIONS, AND COMMITTEES

Application For: Middletown Cemetery Board Seat Category: _____
Name of Board, Commission or Committee

Incumbent? Y/N: no Supervisorial District: _____

Applicant Name: Knowles, Susan
Last, First

Home Address: [REDACTED] Middletown 95461
Street City Zip Code

Mailing Address: [REDACTED] Middletown 95461
(leave blank if same as above) Street City Zip Code

Primary Phone: 707-490-8860 Email Address: ts3626@yahoo.com

Current Occupation: retired Are you registered to vote in Lake County? Y/N: yes

Community organizations to which you belong: Middletown Lions & Lioness Club - Middletown Central Park

List past or present County appointments, as well as any other public service appointments, or elected positions held (please list dates served):
Middletown School Board 1988-1992 - Middletown Central Park Secretary 22018

Briefly describe how your participation on this Board will help the Lake County Community:
I am a live time Community member and care deeply about our area. My family roots run deep in the Middletown Community

List any special qualifications or expertise you may have for the position and any other information you would like to include as part of your application:
I have served on boards and committees in the past and I work well with others.

Do you or any member of your immediate family hold a position that might conflict with your duties for this Board/Commission? If yes, please explain:
No

I certify that the above information is true and correct, and I have read the Lake County Advisory Board, Committee and Commission Conflict of Interest Policy. I agree to abide by that policy and to the best of my knowledge, I have no conflict of interest.

Susan Knowles
Susan Knowles (Mar 28, 2024 08:59 PDT)

Signature

03/28/2024

Date

For Board Use Only:
APPOINTED YES ___ NO ___
APPOINTED ON: _____

LAKE COUNTY
ADVISORY BOARD, COMMITTEE AND COMMISSION
CONFLICT OF INTEREST POLICY

POLICY

In addition to any Federal or State conflict of interest requirements which may apply, no member of any Advisory board, commission or committee shall make, participate in making or in any way attempt to use their position to influence a decision in which he or she knows or has reason to know that he or she or their spouse has a financial interest. In all such cases, the affected member shall disclose his or her interests in the records of the board, commission or committee and shall refrain from participating in all discussions and votes concerning the matter in which he/she or his/her spouse has a financial interest.

The purpose of this policy is not only to avoid actual improprieties, but also the appearance of possible improprieties. Therefore, it is the policy of the Board of Supervisors that any doubts as to whether a member shall refrain from participating in a particular matter should be resolved in favor of non-participation.

While recognizing that state law and regulations may specify categories of memberships on certain boards, commissions and committees, to the extent possible, no one shall be appointed to a board, commission or committee which recommends funding allocations to community based organizations, who is (or whose spouse is) a director, or officer of an agency or organization which competes in the funding process before that board, commission or committee.

The Clerk of the Board of Supervisors shall provide all applicants for County boards, commissions and committees with copies of this Conflict of Interest Policy. Additionally, the County's staff to each board, commission, and committee shall assist in monitoring compliance with the conflict of interest policy. Monitoring shall include annual review of appointee circumstances as they may change during each appointee's term of office.

All applicants shall state on their application for appointment what affiliation, if any, they or their spouse has with public service agencies. Additionally, all applicants shall certify prior to their participation as a voting representative of the Board of Supervisors that they have read this policy and can serve free of any conflict of interest. The certification will be made by an applicant/nominee by signing the application for their appointment. Further, should any conflict of interest arise during the appointee's term of office, the appointee shall so declare and abstain from participation on the proceeding and business as it relates to the area of conflict.

For those boards, commissions and committees which recommend funding allocations to the Board of Supervisors, no member shall participate in any discussions or decisions related to an agency of which the member or the member's spouse is a director or officer. Additionally, unless state law or regulation require otherwise, any such member shall also refrain from participation in discussions or decisions related to proposals which are in direct competition with a proposal submitted by the agency of which the member or member's spouse is a director or officer.

APPOINTMENT OF COUNTY EMPLOYEES TO ADVISORY BOARDS
(Policies & Procedures Manual, Section 1-7)

In order to further community involvement in County government and to further the independence of advisory boards, it shall be the policy of the Board of Supervisors to discourage appointment of County employees to those advisory boards which are intended to consist of independent citizens and/or community members.
(Adopted on 10/14/86 and amended on 4/12/94)

County of Lake Code of Conduct for Boards, Commissions, and Committees

This Code of Conduct is incorporated in the Board of Supervisors, Committees Policy, Sec 1.6, Rule 6, "County of Lake Code of Conduct for Boards, Commissions, and Committees".

The County of Lake's (County's) wide range of boards, commissions, and committees serve a critical role as a mechanism for civic engagement. While no single code of conduct can address all the varied board, commission, and committee circumstances, the purpose of this universal Code of Conduct is to create standards and expectations of conduct that align with the County's values and are consistent with the protocols of the Board of Supervisors.

All members of County boards, commissions, and committees are expected to abide by this Code of Conduct. Each appointee to such boards, commissions, and committees shall acknowledge receipt, understanding, and agreement to abide by this Code of Conduct.

By our conduct, we create an environment in which we adhere to and pledge to uphold the following values:

- We acknowledge that the principal function of County of Lake boards, commissions, and committees (or representatives) is public service, and we therefore commit to serving the public interest and promoting the greatest public good.
- We recognize that our actions impact the community's trust in the County and government as a whole and commit to act with honesty and integrity.
- We commit to vigilance in avoiding bias or conflict of interest whether they be real or perceived, acknowledging that even the perception of such corrodes public trust.
- We commit to fairness, impartiality, active listening, and consideration of all points of view by setting aside our personal agendas, affiliations, and biases. We make informed decisions after carefully weighing relevant data and assessing the merits and possible impacts.
- We recognize that diversity is a strength and commit to promoting an inclusive and welcoming culture at public meetings and with each other to foster participation and representation across all our varied communities.
- We practice civility by fostering a professional environment of courteous, respectful, and equitable treatment of our fellow members, elected officials, County staff and the residents we serve, through our words and actions whether we agree or disagree.
- We are committed to fostering an environment free from violence, discrimination, intimidation, or harassment of any kind.
- We are committed to transparency, access to information, and promoting broad public engagement.
- We will respect and comply with all applicable laws, regulations, and County policies, including Board of Supervisors' Policy section 1.6 "Committees Policy", the County's Code of Ethics, the Political Reform Act, and the Ralph M. Brown Act.

ACKNOWLEDGEMENT

I, Susan Knowles, have read, understand, and agree to abide by the above County of Lake Code of Conduct for Boards, Commissions, and Committees during my tenure as a member of a County board, commission, or committee.

Dated: 03/28/2024

Signature: 
Susan Knowles (Mar 28, 2024 08:59 PDT)

Advisory Board Application

Final Audit Report

2024-03-28

Created:	2024-03-28
By:	Johanna Delong (Johanna.DeLong@lakecountyca.gov)
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"Advisory Board Application" History

-  Web Form created by Johanna Delong (Johanna.DeLong@lakecountyca.gov)
2023-03-31 - 4:06:24 PM GMT
-  Web Form filled in by Susan Knowles (ts3626@yahoo.com)
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-  Email verification link emailed to Susan Knowles (ts3626@yahoo.com)
2024-03-28 - 3:59:13 PM GMT
-  Email viewed by Susan Knowles (ts3626@yahoo.com)
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-  Agreement completed.
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