REVISED
Term updated

CLERK, BOARD OF SUPERVISORS

August 17, 2015

Hal Gin
16019 Channel Street
San Lorenzo, CA 94580

RE: Planning Commission

Dear Commissioner:

Congratulations, the Alameda County Board of Supervisors appointed you to the Planning Commission on 6/30/2015, for a term ending 7/18/2019. Thank you for your interest in serving our County.

As a member of the Planning Commission you will need to complete the following if check marked:

☒ **Certificate of Appointment and Oath of Office**

Your Certificate of Appointment and Oath of Office: may be executed before a Notary Public or a Deputy Clerk from our office. **Please note you are not considered a voting member of your Commission until your oath is notarized or administered by a Clerk and filed with the Clerk of the Board.** It is imperative that the Oath of Office form be executed prior to attending your first Board/Commission meeting. If you choose to have your Oath notarized by a Notary Public, please return your signed oath to: **Office of the Clerk-Board of Supervisors, Attn: Boards and Commissions 1221 Oak Street, Suite 536 Oakland, CA 94612.**

Alternatively, Stephanie Cabrera of my staff would be happy to personally swear you in if this is more convenient for you. Please call (510) 208-4949 to arrange an appointment.

☐ **Statement of Economic Interests (Form 700)**

New appointees to designated Alameda County Boards and Commissions must file an Assuming Office Statement and return it to the Clerk of the Board **no later than 30 days from the date of appointment** by the Board of Supervisors. If you have been reappointed, you will receive written notification of when to file your Annual Statement. You must also file a Leaving Office Statement no later than 30 days from the date you stop performing the duties of your position. You may obtain a copy of the Form 700 and instructions on the Fair Political Practices Commission's (FPPC) website at http://www.fppc.ca.gov/index.php?id=500/.

- The Cover Page must have an original signature.
- Faxes are not acceptable.
- Verification Section of the Cover Page, please enter the Clerk of the Board Office address: 1221 Oak Street, Suite 536, Oakland, CA 94612.

If you have any questions regarding the Form 700, please contact the **FPPC on its advice line at 1(866) 275-3772.** Please be advised that you may incur monetary penalties for failing to file the Form 700. Other penalties may include criminal and civil sanctions for intentional or negligent violation of the reporting requirements. The Form 700 is a public record and is subject to disclosure under the California Public Records Act (Government Code 6250 et al).

☒ **State Mandated AB124 Ethics Training**

California Government Code Section 53235 requires that any newly elected or appointed local agency official must receive **two hours of ethics training within one year of taking the oath of office and once every two years thereafter.** The following two options are currently available to meet the requirements for ethics training:

- The FPPC offers **free online training** at http://localethics.fppc.ca.gov/login.aspx. This website requires that you "Create a New Account" to begin the FPPC's ethics course. You may review the course content materials and take periodic tests to assure retention of the information. When you complete the online training, you will be able to print a copy of your **Proof of Participation Certificate**. A copy of the signed certificate must be submitted to the Clerk of the Board. For those who choose this option, please be aware that the certificate will record how much time an individual spends to complete the online training. You must complete **at least 2 hours** of training time in order to be compliant with the training requirement. If an individual completes the online training in less than two hours, the certificate will reflect this, indicating that the individual has not completed the required amount of training. It is each official's responsibility to satisfy the two-hour ethics requirement. Therefore, if you choose to take the FPPC online course, we advise that you take your time and read through the materials as they appear on-screen and thoroughly review the questions in each section to insure you dedicate the required two hours to the online course. If you have questions, concerns, or problems regarding technical issues related to the online training program offered on this website, contact the FPPC at: ab1234@fppc.ca.gov or call the advice line at 1-866-275-3772.

- Self-study materials developed by the Institute for Local Government (ILG) are available at www.ca-ilg.org/ab1234compliance. The ILG Program requires that you read material on Financial Interests and Perks, and Transparency and Fairness, take a self-assessment test for each topic, and then submit the test to the ILG with a $25.00 processing fee for each test (up to four weeks processing time required). The ILG will review your test(s), provide you the correct answers and explanations, and give you a Proof of Participation Certificate(s). A copy of the signed certificate(s) must be submitted to the Clerk of the Board.

The County is required to maintain records indicating the date that you satisfied your training requirement, the entity that provided your training and a copy of the Proof of Participation Certificate you received. When you receive your Proof of Participation certificate, please sign the certificate, keep the original for your records and provide a copy of the certificate to: **Office of the Clerk-Board of Supervisors, Attn: Boards and Commissions 1221 Oak Street, Suite 536 Oakland, CA 94612.** The Proof of Participation is a public record and is subject to disclosure under the California Public Records Act (Government Code 6250 et al).

If have questions or need any further information regarding the Planning Commission, please contact Albert Lopez at 510-670-5426. All other inquiries may be directed to Stephanie Cabrera at acbac@acgov.org or at (510) 272-4949.

The Board of Supervisors extends its sincere appreciation to you for taking your time to serve the County of Alameda.

Very truly yours,

Anika Campbell-Belton
Clerk, Board of Supervisors

By: Stephanie Cabrera
Deputy Clerk

Enclosures
cc: Albert Lopez, Planning Commission

CLERK, BOARD OF SUPERVISORS

CERTIFICATE OF BOARD APPOINTMENT

On 6/30/2015, the Alameda County Board of Supervisors approved your appointments to various Boards, Commissions, Committees and Special Districts. Unscheduled vacant positions have been posted for a period not less than 10 business days:

BOARD/COMMISSION APPOINTED TO	APPOINTEE	TERM EXPIRES	SUPERVISOR
Planning Commission	Hal Gin	7/18/2019	CHAN

APPOINTEE CONTACT INFORMATION

Hal Gin
16019 Channel Street
San Lorenzo, CA 94580

Home: 510-282-4380
Work:
Cell:
Email: drhgin@yahoo.com

THE FOREGOING MINUTE ORDER was passed and adopted by the following vote of the Board of Supervisors, County of Alameda, State of California, on 6/30/2015 to wit:

APPROVED AS RECOMMENDED:

SUPERVISORS VOTES: Haggerty - Y; Valle - Y; Chan - Y; Miley - Y; Carson - Y

Vote Key: Y=Aye; N=No; X=Excused; A=Abstain

cc: Albert Lopez, Planning Commission
QIC: 50701
File # 29591
Item # 50

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Planning Commission
Board/Commission/Committee

STATE OF CALIFORNIA }

Hal Gin
Name

COUNTY OF ALAMEDA }

OATH OR AFFIRMATION OF ALLEGIANCE

I, Hal Gin, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California; against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Subscribed and sworn to before me.

July 17, 2015
Date

Signature

BOARD OF SUPERVISORS · ALAMEDA COUNTY, CAL.

Signature