

RESOLUTION NO. R- 20 -19

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PALM BEACH SHORES, FLORIDA, ADOPTING A REVISED ETHICS TRAINING POLICY FOR ALL TOWN OFFICIALS AND PERSONNEL IN ACCORDANCE WITH THE PALM BEACH COUNTY CODE OF ETHICS; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, Section 2-446(a) of the *Palm Beach County Code of Ethics* requires all local governments to adopt by policy a mandatory training schedule for all officials and employees; and

WHEREAS, the Town Commission of the Town of Palm Beach Shores previously adopted a policy in compliance with this requirement, and now desires to revise said policy as set forth herein.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF PALM BEACH SHORES, FLORIDA, THAT:

Section 1: The Town Commission of the Town of Palm Beach Shores, Florida, hereby adopts the revised Ethics Training Policy attached hereto as Exhibit "A" in conformance with Section 2-446(a) of the *Palm Beach County Code of Ethics*, which policy provides for ethics training for all Town officials and personnel.

Section 2: The Town Clerk of the Town of Palm Beach Shores is hereby directed to implement said ethics training policy, effective immediately, including the provision of said policy to each of the Town's officials and employees.

Section 3: This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 28th day of January, 2019.

TOWN OF PALM BEACH SHORES

Myra Koutzen, Mayor
Myra Koutzen, Mayor

(SEAL)

ATTEST:

Evyonne Browning
Evyonne Browning, Town Clerk



PALM BEACH SHORES TOWN COMMISSION POLICY
REVISED JANUARY 2019

SUBJECT: Ethics Training

REFERENCE: Palm Beach County Code of Ethics §2-446(a)

PURPOSE: To set the Town's policy and procedures for providing guidelines to all Town officials and personnel regarding required ethics training.

POLICY:

According to the Palm Beach County Code of Ethics §2-446(a), *Officials and employees shall be informed of their ethical responsibilities at the start of their public service, and shall receive updates and training materials on ethics issues throughout the span of their public service... The county administrator or municipal administrator as applicable shall establish by policy a mandatory training schedule for all officials and employees which shall include mandatory periodic follow-up sessions.*

PROCEDURE:

1. All Town employees and non-elected officials must receive initial Code of Ethics training within sixty (60) days of employment or appointment. All Town elected officials must receive initial training within sixty (60) days of taking office. This training may consist of live training with Palm Beach County Commission on Ethics (COE) staff, on-line training through the use of the training video available on the COE's website, or a DVD presentation by COE staff.
2. As part of the required training, all Town employees, and elected and appointed officials must read the Palm Beach County Code of Ethics. The code is available on the COE's website at www.palmbeachcountyethics.com, as well as in the *Ethics Pocket Guide*, published by the COE.
3. After initial training, periodic mandatory follow-up training is required of all Town elected and appointed officials upon re-election or re-appointment, as applicable, and should be completed within sixty (60) days of re-appointment or re-election. The COE will coordinate with the Town Clerk to provide timely and effective follow-up training.
4. After initial training, periodic mandatory follow-up training is required of all Town employees every two (2) years. The COE will coordinate with the Town Clerk to provide timely and effective follow-up training.
5. After completing training and having read the Code of Ethics, all Town employees, and elected and appointed officials shall complete an approved acknowledgment form available

on the COE's website, <http://www.palmbeachcountyethics.com/forms.htm>, indicating that they attended a live COE training session or viewed the appropriate web-video or approved DVD provided by the COE. The training acknowledgment form must be signed by the Town employee or official and submitted to the Town Clerk for inclusion in their personnel file.

6. Compliance reviews performed by the COE are for the purpose of achieving maximum compliance with the Code of Ethics training mandates as contained in Art. XIII, §2-446 of the Palm Beach County Code of Ethics. Results of training compliance reviews will be submitted to the Town for necessary action prior to the issuance of a compliance report. The Town shall have an opportunity to cure any deficiency within a reasonable time not to exceed forty-five (45) days. Compliance reviews will be performed by the COE on an as needed or bi-annual basis.
7. The Town Clerk is designated as the liaison between the Town and the COE. The Town Clerk will coordinate all mandated training and compliance audits with the COE. COE staff will make every effort to accommodate scheduling requests for both training and auditing of compliance.
8. Periodically, the COE will recommend changes, modifications or updates to this ethics training policy. The Town Clerk will provide such recommended changes, modifications or updates to the Town Commission for review and approval.