



# Conflict of Interest Reporting Statement and Attestation

Employee Name	Lauren Ashley Burlingham	Submitter Name	Lauren Ashley Burlingham	Employer	Far Northern Regional Center
Job Title	SR. SERVICE COORDINATOR	Manager	Daphne S Wood	Division	Case Management North

Removed for privacy purposes

Effective Date *	Initiated Date
11/22/2022	11/22/2022 10:41 AM

CURRENT VALUE	NEW VALUE
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**CONFLICT OF INTEREST REPORTING STATEMENT DS 6016 (Rev. 08/2013)**

The duties and responsibilities of your position with the regional center require you to file this Conflict of Interest Reporting Statement. The purpose of this statement is to assist you, the regional center and the Department of Developmental Services (DDS) to identify any relationships, positions or circumstances involving you which may create a conflict of interest between your regional center duties and obligations, and any other financial interests and/or relationships that you may have. In order to be comprehensive, this reporting statement requires you to provide information with respect to your financial interests.

A "conflict of interest" generally exists if you have one or more personal, business, or financial interests, or relationships that would cause a reasonable person with knowledge of the relevant facts to question your impartiality with respect to your regional center duties. The specific circumstances and relationships which create a conflict of interest are set forth in the California Code of Regulations, title 17, sections 54500 through 54530. You should review these provisions to understand the specific financial interests and relationships that can create a conflict of interest.

Please answer the following questions to the best of your knowledge. If you find a question requires further explanation and/or there is not enough space to thoroughly answer the question, please attach as many additional sheets as necessary, and refer to the question number next to your answer. If the regional center identifies a conflict involving you, it will be required to prepare a conflict resolution plan. Some relevant definitions have been provided in the footnotes to assist you in responding to this statement.

Regional Center employees are required to file this Reporting Statement within 30 days of beginning employment with the regional center or from the date they are appointed to the regional center board or advisory committee board. Employees are then required to file an annual Reporting Statement by August 1st of every year while they remain employed with the regional center or while they are a member of the regional center board or advisory committee board. Employees must also file a Reporting Statement within 30 days of any change in their status that could result in a conflict of interest.

Circumstances that can constitute a change in status that can require filing an updated Reporting Statement are described below in footnote one.

A. INFORMATION OF REPORTING INDIVIDUAL

Refer to above HEADER for Name of Employee Regional Center: FAR NORTHERN REGIONAL CENTER

Reporting Status

Change in Status v

If Change in Status, date and circumstance of status change

Enter Here

11/22/2022 husband started employment again with NorCal Pet Services.

1. Please list the your job title and describe your duties at the regional center.

Enter Here

Sr. Service Coordinator, case management covering vacancies and training in northern seven counties.

2. Do you or a family member<sup>2</sup> work for any entity or organization that is a regional center provider or contractor?

Select Yes or No\*

Yes v

If yes, provide the name of the entity or organization and describe what services it provides for the regional center or regional center consumers. If the provider or contractor is a state or local entity, provide the specific name of the state or local entity and describe your job duties at the state or local entity.

Enter Here

NorCal Pet Services. Agency is a provider who assists with community integration training.

3. Do you or a family member own or hold a position<sup>3</sup> in an entity or organization that is a regional center provider or contractor?

Select Yes or No\*

No v

If yes, provide the name of the entity or organization, describe what services it provides for the regional center or regional center consumers, and describe your or your family member's financial interest.

Enter Here

4. Are you a regional center advisory committee board member?

Select Yes or No\*

No v

If yes, are you a member of the governing board or owner or employee of an entity or organization that provides services to the regional center or regional center consumers?

Select Yes or No

No v

If yes, provide the name of the entity or organization and describe what services it provides for the regional center or regional center consumers.

Enter Here

5. If you are a regional center advisory committee board member and answered yes to all the questions in Question 4 above, do any of the following apply to you: (a) are you an officer of the regional center board; (b) do you vote on purchasing services from a regional center provider; or (c) do you vote on matters where you might have a financial interest?

Select Yes or No

No ▾

If yes, please explain  
Enter Here

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6. Do any of the decisions you make when performing your job duties with the regional center have the potential to financially benefit you or a family member<sup>4</sup>

Select Yes or No\*

No ▾

If yes, please explain.  
Enter Here

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7. In your position are you responsible for negotiating, making,<sup>5</sup> executing or approving contracts on behalf of the regional center?

Select Yes Or No\*

No ▾

If yes, please explain  
Enter Here

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8. Do you have a financial interest in any contract<sup>6</sup> with the regional center?

Select Yes or No\*

No ▾

If yes, did you negotiate, make, execute or approve the contract on behalf of the regional center?

Select Yes or No

▾

If yes, please explain.  
Enter Here

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9. Do any of your family members have a financial interest in any contract with the regional center?

Select Yes or No\*

No ▾

If yes, did you negotiate, make, execute or approve the contract on behalf of the regional center?

Select Yes or No

▾

If yes, please explain  
Enter Here

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10. Does your position require you to evaluate employment applications or contract bids that are submitted by your family member(s)?

Select Yes or No\*

No ▾

If yes, please explain  
Enter Here

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11. Your job duties will require you to act in the best interests of the regional center and regional center consumers. Do you have any circumstances or other financial interests not already discussed above that would prevent you from acting in the best interests of the regional center or its consumers?

Select Yes or No\*

No v

If yes, please explain  
Enter Here

<sup>1</sup> Change of status includes reporting a previously unreported activity that should have been reported, change in the circumstance of a previously reported activity, change in financial interest, familial relationship, legal commitment, change in regional center position or duties, or change to outside position or duties. See California Code of Regulations, title 17, sections 54531(d) and 54532(d).

<sup>2</sup> Family member includes your spouse, domestic partner, parents, stepparents, grandparents, siblings, stepsiblings, children, stepchildren, grandchildren, and in-laws. See California Code of Regulations, title 17, sections 54505(f).

<sup>3</sup> For purposes of this question, hold a position generally means that you or a family member is a director, officer, owner, partner, employee, or shareholder of an entity or organization that is a regional center provider or contractor. For a specific description of positions that create a conflict of interest in a regional center provider or contractor see the California Code of Regulations, title 17, sections 54520 and 54526.

<sup>4</sup> Generally, a decision can financially benefit you or a family member if the decision can either directly or indirectly cause you or a family member to receive a financial gain or avoid a financial loss. For a specific description of the types of decisions that can result in a financial benefit to you or a family member see the California Code of Regulations, title 17, sections 54522 and 54527.

<sup>5</sup> California Code of Regulations, title 17, sections 54523(b)(2) and 54528(b)(2) describes the types of conduct which constitute involvement in the making of a contract.

<sup>6</sup> For purposes of questions 8 and 9, a financial interest in a contract generally means any direct or indirect interest in a contract that can cause you or a family member to receive any sort of financial gain or avoid any sort of financial loss irrespective of the dollar amount. California Code of Regulations, title 17, sections 54523 and 54528 define when financial interests in a contract will occur.

**B. ATTESTATION**

The Employee named in the above Header does HEREBY CONFIRM that I have read and understand the regional center's Conflict of Interest Policy and that my responses to the questions in this Conflict of Interest Reporting Statement are complete, true, and correct to the best of my information and belief. I agree that if I become aware of any information that might indicate that this statement is not accurate or that I have not complied with the regional center's Conflict of Interest Policy or the applicable conflict of interest laws, I will notify the regional center's designated individual immediately. I understand that knowingly providing false information on this Conflict of Interest Reporting Statement shall subject me to a civil penalty in an amount up to fifty thousand dollars (\$50,000) pursuant to Welfare and Institutions Code section 4626

Employee Signature

**Employee Signature Instructions**

Please sign this form by entering your name in to the signature block, the last 4 of your SSN, and today's date.

Employee Signature

Lauren Burlingham

Last 4 digits SSN

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Employee Signature  
Date\*

11/22/2022

HR Use Only!

The reporting individual  
does  
does not  
present  
potential conflict of  
interest


✓  
✓  
✓

Human Resources Signature:



Date: 11/23/2022

### Routing

 HR  
(Jensen,  
Kelly  
Danielle)  
Diaz,  
Cristal  
(Delegate  
Approver)

Timestamp: 11/23/2022 1:28 PM

Comments: The reporting individual does present potential conflict of interest.

69 / 8000 chars

Approve    Disapprove    Return to Initiator

[Back](#)