

From: Miller, Carla

Sent: Wednesday, December 16, 2020 11:53 AM

To: CM

Cc: SS

Subject: Summary: State Ethics Commission legal requirements for Ethics Training for Elected Officials

Hello,

Here are some answers to questions that have come up as to your requirement for Ethics Training:

1. The state law requiring 4 hours of annual ethics training applies only to elected officials. (It does not apply to ECA's.) Each elected official in Florida has to certify in their annual financial disclosure form (due July 1 of every year) that you did 4 hours of ethics training in the prior calendar year. You will be filing a financial disclosure form for calendar year 2020 in June, 2021. On that Form 6, you will have a place to sign off that you did the 4 hours of ethics training in 2020.
2. You can do this 4 hours of ethics training from any source. The Ethics Office provides training (usually live in June when there isn't a pandemic). This year, we have provided you with 2 trainings: one on Zoom, back in the spring (counting for one hour), and one self-study course (counting for 3 hours) several weeks ago that you could do on your own time. We also sent out alternate trainings for you to do, including the option of listening to the June 2019 training video on the Council site. It is up to you on what you want to do to comply with the 4 hour requirement.
3. The State Ethics Commission counts 50 minutes as one hour, as they allow for a 10 minute break. So, to do 4 hours, you have to complete a total of 200 minutes. If you did the Zoom online course we sent out in the Spring, you did one hour (50 minutes) and you still have 150 minutes to spend on the self-study course (or any other training) to complete the training requirement.
4. This has to be completed by the end of this month, 12/31/2020 as that is what you have to certify to the State Ethics Commission when you file your financial disclosure form in June, 2021.

Don't forget to file your Form 9, gift return, by 12/31/20 if you received any allowable gifts over \$100 in the time period of July 1-Sept. 30, 2020. (like football tickets)

I apologize for all of the detailed requirements; after such a dramatic, hectic year, we all need some relaxation and fun things to do!

I wish you all the best for this holiday season,

Carla Miller

Ethics Director