

• Ethics Officer's September Monthly Report

Summary

This report provides a general update on the progress and activities for the Office of Ethics.

Attachments

None

Detailed Report

Activities

1. The Ethics Educator position has been advertised in the following venues: Ethics Officer Association, Association for Practical and Professional Ethics, Diversity Inc. Careers, Brown and Caldwell, and The Metropolitan Water District of Southern California's (Metropolitan) Web site. Applications are accepted through October 11, 2004. Interviews are planned for Monday, November 29, 2004.
2. Intake Committee procedures for Director concerns are in place and were presented to the Ethics Subcommittee on September 28, 2004.
3. The Ethics Subcommittee approved changes to the MWD Administrative Code § 7310 regarding campaign contributions. A board letter is in process.
4. A revised Contractor Conflict of Interest policy was reviewed at the Ethics Subcommittee meeting. Directors' comments will be included in a new revision and reviewed at the October Ethics Subcommittee meeting.
5. A schedule of penalties for ethics violations was reviewed at the Ethics Subcommittee meeting. Directors' comments will be included in a new revision and reviewed at the October Ethics Subcommittee meeting.
6. The Fair Political Practices Commission has been notified that Metropolitan intends to amend its conflict of interest policy and list of designated positions. Notification for public comment period and a board letter are in process.
7. The State Auditor sent the Ethics Office procedures and conflict of interest policies for external review. The Ethics Office has responded to questions from the external reviewer.

Ethics Education

1. The Ethics Officer will conduct a workshop for Executive Management on Monday, October 25, 2004. Topics include the function of the Ethics Office, contractor conflicts of interest, and tools for ethical leadership.
2. The Ethics Subcommittee meeting on January 25, 2005 will include a presentation on Form 700 and required disclosures.
3. An Ethics Workshop is planned for February 15, 2005 on "Adaptive Leadership." The facilitator is Marty Linsky, President of Cambridge Leadership Associates (CLA). CLA was created to help individuals thrive in the midst of change.

Matters of Concern

Pending matters brought to the Ethics Office prior to August 20, 2004:

1. June 23, 2004 - Issue: Director-Staff Relations
A concern was received from a director regarding incomplete staff communication to directors.
Disposition: Referred to Intake Committee for Director Concerns review August 17, 2004.
Recommended referral to Executive Committee. Matter appealed. Meeting with concerned Director and

Intake Committee for Director Concerns on September 14 resulted in letter to relevant parties affirming the importance of clear and complete communication by directors, officers and staff. Complainant has agreed that matter is resolved. (54)

2. July 2, 2004 - Issue: Misuse of Position - Director
A director has alleged that another director has misused his/her Metropolitan position for personal benefit.
Disposition: Referred to Intake Committee for Director Concerns review August 17, 2004.
Recommended referral to Executive Committee. Matter appealed. Legal issues are being reviewed with General Counsel. Concerned Director will meet with Intake Committee for Director Concerns on October 12, 2004. (55)

Matters received in the Ethics Office August 21- September 27, 2004.

1. September 10, 2004 - Issue: Employee Relations – Favoritism
A concern was filed with The Network claiming that an employee does not have required experience for a position and that the employee was hired because of favoritism.
Disposition: Intake Committee Review September 27, 2004. As this concern was previously investigated and the employee was found to be qualified for this position, the matter was judged without merit. The Network has been notified that matter is closed. (66)
2. September 27, 2004 - Issue: Misuse of Metropolitan Property
An anonymous employee has expressed concern that another employee is using Metropolitan property for personal and inappropriate email.
Disposition: Referred to Human Resources. (68)