

## • Ethics Officer's January Monthly Report

### Summary

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

### Attachments

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None

### Detailed Report

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#### Activities

1. Final interviews for the Ethics Educator position were conducted the week of January 5, 2005. An offer has been made for the Ethics Educator position.
2. The Secretary to the Ethics Officer position has been advertised. Applications are accepted through February 1, 2005.
3. The amended conflict of interest policy and list of designated positions were approved by the Board at the January 11, 2005 Board Meeting. The board-approved amendments were sent to the Fair Political Practices Commission on January 28, 2005 for approval.
4. The Ethics Office completed its portion of the report for the State Auditor. A final review of ethics policies in the Administrative Code and in the Operating Policy has been completed. Revisions will be reviewed at the February 7, 2005 Ethics Committee meeting.
5. Plans have been completed for the Metropolitan Ethics Office to provide leadership for member agencies through an Ethics Interchange. An initial meeting with representatives from member agencies is planned for March 2005.
6. The Ethics Officer is continuing to observe the hiring process of a position that is proving particularly sensitive.

#### Ethics Education

1. The Ethics Committee meeting on February 7, 2005 will include a presentation by former Fair Political Practices Commission Attorney Steven Churchwell on Form 700 and required disclosures for Directors and designated employees.
2. An Ethics Workshop on "Adaptive Leadership" by Mary Linsky, President of Cambridge Leadership Associates, is being rescheduled.
3. The new Ethics Matters CD and *Ethics and MWD Mission* are in rough-cut production.

#### Matters of Concern

##### Matters brought to the attention of the Ethics Officer January 31, 2005 or earlier.

1. January 11, 2005 – Issue: – Contractor relations  
An anonymous expression of concern was received regarding contractors' contributions to Chairman Pace's retirement reception. No issue of non-compliance.  
Disposition: Outside of scope of Ethic Office.

**Formal Complaints**

October 13, 2004 - Issue: Theft of Goods/Services

A matter, raised initially in August 2004, was referred to Inquiry and Review because attempts to resolve the concern informally were not successful. An employee has alleged that the contract awarded to Securitas, the contractor that provides security for Metropolitan facilities, was improperly awarded and is being improperly administered. The complaint was reviewed by the Inquiry and Review Committee at its meeting of December 14, 2004. The Committee elected Director Edwards to chair the investigation; as this is a matter with staff as respondent, Director Farrar was excused from the process consistent with Ethics Office procedures. At the recommendation of the Committee, an external investigator has been retained, with Internal Audit conducting some aspects of the investigation. Reports from internal audit and external investigator will be reviewed at the February 8, 2005 Inquiry and Review Committee meeting.