

• Ethics Officer's June Monthly Report

Summary

This report provides a general update on the progress and activities for the Ethics Office for June 2005.

Attachments

None

Detailed Report

Activities

1. Changes are being made to the Administrative Code to reflect new language regarding relationships with contractors and grantees. Those changes will be brought to the Board for action in August at the Legal and Claims Committee meeting.
2. The HR Ethics Policy for Employees (H-03) has been revised for consistency with the Administrative Code and will be presented to the Group Managers for review in July.
3. The Ethics Officer reviewed Operating Policy changes in E-05 Reporting Fraud and Misconduct.
4. The Ethics Office Web site has nearly doubled the number of monthly visits in the past six months. Average monthly hits from October 2004 (when tracking began) through December 2004 totaled 425. From May 16, 2005 – June 15, 2005 there were 813 visitors.
5. The Ethics Officer began a review of concerns regarding fairness and the Award of Excellence Program.
6. The Ethics Officer began a review of contracting procedures and policies.
7. The Ethics Officer completed her annual self-evaluation and the pay for performance review for the Ethics Office Secretary.

Ethics Education

1. The Directors' ethics manual received final vetting and is being printed for delivery by the July board meeting.
2. A preliminary table of contents for the employees' ethics manual is complete.
3. Initial content research for the Senior Management/Contracting ethics manual is underway.
4. The Ethics Educator is updating the Ethics Web site as needed and has added Metropolitan's revised Statement of Values.
5. Employee packets from The Network have been updated and will be available for new employee orientation beginning in July, as will the new Ethics Office brochure.
6. The Ethics Officer and Ethics Educator responded to questions regarding
 - Request for public records;
 - How to decide if a supervisor is being fairly compensated;
 - An invitation for a Metropolitan employee to play in a golf tournament sponsored by a vendor; and
 - Whether a Fulbright counts as an honorarium.

Board Report (Ethics Officer's June Monthly Report)

Matters of Concern

1. **June 1, 2005 – Issue: Employee Relations**

A security officer who works for Metropolitan has raised concern about how he is being treated and referred to by Metropolitan employees. As this concern seems part of a larger matter, it is being handled by Legal with the assistance of an external investigator.
Disposition: Referred to Appropriate Department (109)

2. **June 3, 2005 – Issue: Contracting**

An employee received an invitation from a prospective contractor to tour their facility and meet with technical staff. Potential contractor was informed that that could not be part of Metropolitan's review of qualifications. Ethics Office notified of issue and response.
Disposition: Closed (116)

3. **June 10, 2005 – Issue: Contracting**

A potential subcontractor expressed concern that the second lowest bidder on a Metropolitan contract had solicited his bid and then failed to use it. He claimed that the bid should not have been awarded to the lowest bidder. Investigation by Contracting and Legal showed that proper procedures were followed in the award of this contract.
Disposition: Closed (113)

4. **June 23, 2005 – Issue: Product Quality Concern**

A contractor alleged that another contractor is not performing required pressure tests. The matter was filed through The Network and referred to Water Systems Operations for review. Caller was notified through The Network that the review is in process.
Disposition: Pending (119)