

## • Ethics Officer's November Monthly Report

### Summary

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

### Attachments

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None

### Detailed Report

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#### Activities

1. The Ethics Office worked with the Legal Department to prepare and process Board Letter 7-4 to amend the Administrative Code to include ethics training for those employees designated in Administrative Code Section 6400.
2. Work is continuing to anticipate and conform with AB 1234 compliance expectations for 2006.
3. An Ethics Outreach Committee has been formed to help employees understand the Ethics Office role and procedures and to serve as liaison between the Ethics Office and the workforce. The first meeting of the Outreach Committee is December 15, 2005.
4. The Ethics Office Web site logged 710 visitors from October 16 – November 15, 2005, with an average of 48 visits per day during this period.
5. The second of three Ethics Manuals, *Partnering: Ethics and Contracts, Grants and Sponsored Programs at The Metropolitan Water District* is in process.
6. The Ethics Office has conducted two new employee orientations to introduce them to the Ethics Office. A more in-depth “Day 2” orientation is planned for continuing orientation.
7. The Ethics Educator is developing an ethics section for the Contract Administration Training Academy course required for all contract administrators.

#### Ethics Questions and Concern

1. The Ethics Officer and Ethics Educator responded to questions regarding
  - consulting by employee;
  - personnel matters (3)

#### Matters of Concern

1. **September 12, 2005 – Issue: Contractor Relations (121)**  
This is a concern, previously thought to be resolved, regarding a potential subcontractor who was dropped by the prime contractor. The Assistant Group Manager’s belief is that the matter was handled appropriately by the prime contractor, but that Metropolitan needs to be careful not to be perceived to be offering ‘advice’ as to who prime contractors should bring on with subcontractors.  
Disposition: Pending
2. **October 25, 2005 – Issue: Policy Issues (138)**  
An employee reported through The Network that a recurrent worker is taking a company vehicle home from work. The supervisor reported that the worker’s use of the vehicle was appropriate and job-related.  
Disposition: Closed.