

- Ethics Officer's August 2006 Monthly Report

Summary

This report provides a general update on the progress and activities for the Ethics Office for August 2006.

Attachments

None

Detailed Report

Activities

1. The final AB 1234 workshop for the year is scheduled for Tuesday, September 26, 2006 at 12:30 p.m.
2. The first Ethics Dinner-Discussion will be held Monday evening, October 9, 2006. The speaker will be Robert O'Brien, United States Alternate Representative to the 60th Session of the United Nations General Assembly.
3. The Ethics Officer and Ethics Educator gave an Ethics Program review to the Inspection Tour Managers and the Ethics Educator provided a seminar to the WSO Business Support Team Managers.
4. The Employee Ethics Manual and AB 1234 CD Self-Study series are in process.
5. The Ethics Educator and Senior Administrative Analyst conducted Day 1 employee orientations to 9 new hires and Day 2 employee orientations to 18 new employees.
6. The Ethics Office Web site logged 856 visitors from July 16 – August 15, 2006.

Logged Questions and Matters of Concern

1. **April 3, 2006 – Issue: Kickbacks**
The Ethics Officer met with the Interim General Counsel, General Auditor and Controller regarding an anonymous letter the Controller received regarding possible kickbacks from a vendor. The matter was referred to the COO office for investigation. An investigation was conducted by outside counsel through the Legal Department. The external investigator found no evidence of kickbacks. (153)
Disposition: Closed
2. **August 1, 2006 – Issue: Contractor Relations**
A contractor contacted the Ethics Office with concerns about the work environment at La Verne. The contractor was asked for additional information, but had not responded as of August 24, 2006. The Group Manager is reviewing the matter. (176)
Disposition: Pending
3. **August 10, 2006 – Issue: Misuse of Resources**
The Ethics Office received an anonymous concern from an employee regarding another employee's alleged misuse of a District vehicle. The matter was referred to the Group Manager who had managers and Security follow up. The vehicle was seized at the employee's home and returned to the facility. The supervisor was counseled regarding appropriate supervision of employees. The employee received 40 hours suspension. (177)
Disposition: Closed
- 4.

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August 11, 2006 – Issue: Misuse of Position

An employee contacted the Ethics Office regarding other employees who are applying for grants through the innovative supply program and innovative conservation program. Administrative Code § 7105 prohibits Metropolitan awarding grants to employees. As employees seemed unaware of this policy, the statement prohibiting awarding grants to employees will be added to future Request for Proposals. (178)
Disposition: Closed

5. **August 15, 2006 - Issue: Conflict of Interest**

Executive Team Managers requested a review of an employee's bid for public office. A review by the Ethics and Legal Departments determined that the public office would not constitute a conflict for the employee's duties at Metropolitan. (168)
Disposition: Closed

6. **August 23, 2006 - Issue: Employee Relations**

The Ethics Educator met with an employee who was concerned that a recent job audit had not taken into account accomplishments and additional responsibilities that had been performed prior to the year's period of analysis. The employee was counseled to follow appeal processes already in place before Ethics Office involvement. (180)
Disposition: Closed

7. **August 24, 2006 - Issue: Outside Employment**

An employee brought to the attention of the Ethics Office that another employee was doing consulting closely aligned with his/her Metropolitan duties. The Ethics and Legal Departments discussed the matter with the employee and reviewed documents presented. The employee will provide copies of the schematic that he/she uses in the consulting for comparison with Metropolitan's schematic. The Ethics and Legal Departments will meet with the employee's supervisor to further explore the intellectual property and conflict question. (179)
Disposition: Pending