

- Ethics Officer's January 2007 Monthly Report

Summary

This report provides a general update on the progress and activities for the Ethics Office for January 2007.

Attachments

None

Detailed Report

Activities

1. The Ethics Office's administrative assistant, Robin Knudson, began working for the Ethics Office January 8, 2007.
2. The Ethics Office Senior Administrative Analyst is working with a district-wide Employee Recognition Committee regarding the plans for the Ethics Office Values Recognition Program.
3. Kirk O. Hanson, Executive Director, Markkula Center for Applied Ethics at Santa Clara University and faculty for Ethics and Leadership Camp: A National Program for Local Elected Officials, will speak at the Ethics Dinner-Discussion, Monday, April 9, 2007.
4. The Employee Ethics Manual is in progress.
5. The Ethics Educator and Senior Administrative Analyst conducted Day 1 employee orientations for 12 new hires and the Ethics Educator conducted Day 2 orientations for 12 employees.
6. The Ethics Educator made field visits to two facilities, Gene Camp and Iron Mountain, meeting with 78 employees.
7. The Ethics Office Web site logged 918 from January 1-31, 2007.

Logged Questions and Matters of Concern

1. **January 4, 2007 - Issue: Employee Relations**
An employee expressed concern that he had not been given credit for a photo taken and published in a District publication. He received an apology and a correction will be published in the upcoming issue. Resolved prior to intake. (202)
Disposition: Closed
2. **January 9, 2007 - Issue: Conflict of Interest/Commitment**
A potential contractor is married to a Metropolitan employee. A question was raised as to whether it would create a conflict of interest for Metropolitan to award the contract to this bidder. As the spouse has no role in the pending contract and would have no role in the contract when awarded, there is no conflict of interest. Question answered. (203)
Disposition: Closed
3. **January 10, 2007 - Issue: Policy Issues**
A representative from a water agency outside of our service area contacted the Ethics Office for information relating to how determinations are made for the award of sponsorships and community partnerships. The matter was referred to the Deputy General Manager for External Affairs. (204)
Disposition: Closed