

- Ethics Officer's July 2007 Monthly Report

Summary

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

Attachments

None

Detailed Report

Activities

1. The Employee Ethics Manual was distributed to all employees in July 2007.
2. Gil Garcetti, former L.A. County District Attorney, who is now an urban photographer, will speak at the upcoming Ethics Dinner-Discussion on Monday, September 10. He will present photos and essays from his new book, *Water Is Key*. The focus is on how water issues in Africa impact our lives in the industrialized world.
3. At the request of the General Manager, the Ethics Officer assisted in the development of an operating policy regarding employee discounts from vendors.
4. The Ethics Educator worked with Metropolitan's Business Outreach Manager to plan an Ethics Orientation for vendors and contractors participating in Metropolitan's Strategies for Public Contracting program. The program is expected to reach 400 partners per year and begins next month.
5. The Ethics Office staff conducted Day 1 employee orientations for 14 new hires and Day 2 orientation for 19 employees.
6. The Ethics Office Web site logged 1161 visitors from July 1-31, 2007.

Logged Questions and Matters of Concern

1. **October 6, 2006 – Issue: Employee Relations**
An employee provided a series of allegations regarding a former supervisor that the employee contends were not addressed by management. The matter was discussed by the Intake Committee with the determination that an investigation should be conducted through EEO. The external investigation has been completed and the investigator has reported that while the supervisor's conduct was not linked to any protected categories, there were allegations of inappropriate interactions with subordinates that required further scrutiny. Based on a review of a summary of the reports by the Legal Department and the Ethics Office, the Inquiry & Review Committee found evidence that noncompliance with the Ethics Policy has occurred. Findings by the committee and by the Ethics Officer were submitted to the General Manager. (185)
Disposition: Closed
2. **June 28, 2007 – Issue: Employee Relations**
An employee anonymously expressed concern through The Network regarding a union officer. The employee was notified, via The Network call back system, that the Ethics Office has no jurisdiction over the union and that the employee should contact the union office directly. (231)
Disposition: Closed

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3. **July 2, 2007 – Issue: Contractor Relations**

Some current contractors contacted Metropolitan regarding their interest in providing support for an employee retirement party. Metropolitan does not accept sponsorships of this nature from contractors because of the potential appearance of favoritism. The sponsorships were declined. (232)

Disposition: Closed

4. **July 9, 2007 – Issue: Outside Employment**

An annuitant employee told his supervisor that potential contractors wanted to list the employee as part of the team in responding to an RFP. The supervisor was informed that employee would be in violation of H-03 Ethics Policy if he/she applied for or accepted employment from a contractor who was responding to an RFP. It is inappropriate for the employee to be listed as part of the team on the RFP response. (233)

Disposition: Closed

5. **July 12, 2007 – Issue: Conflict of Interest**

Two contractors, responding to an RFQ, noted on the Conflict of Interest form that some of their team members had previously worked for Metropolitan. As the Metropolitan employment was in the past in both cases, there is no conflict of interest. (234)

Disposition: Closed

6. **July 12, 2007 – Issue: Conflict of Interest**

A contractor, responding to an RFQ, noted on the Conflict of Interest form that campaign contributions had been made to two Metropolitan Directors within the past year. The Directors were notified of the requirements of California Government Code § 84308 as they pertained to their specific cases. (235)

Disposition: Closed

7. **July 13, 2007 – Issue: Employee Relations**

An anonymous member of the public called in to The Network to report that an employee had been arrested for DUI. The matter is known by management and has been addressed. The caller was notified of this through The Network's call back process. (236)

Disposition: Closed

8. **July 17, 2007 – Issue: Conflict of Interest/Commitment**

The Ethics Office received a request for opinion regarding a member of Metropolitan's executive team serving on a local nonprofit Board for an organization for which Metropolitan is a sponsor. To prevent a conflict of loyalties, it was recommended that the Metropolitan officer not be involved in the development or processing of the sponsorship. (237)

Disposition: Closed

9. **July 27, 2007 – Issue: Contractor Relations**

The Ethics Officer participated in discussions with Engineering Services and the Legal Department regarding if a subcontractor who worked on one phase of a project can also perform as a subcontractor on a latter phase of a project. It was determined that the subcontractor would be in a conflict of interest situation and an addendum was filed to the RFB to alert prospective bidders. The subcontractor has filed a protest. (238)

Disposition: Pending