

- Ethics Officer's February 2008 Monthly Report

Summary

This report provides a general update on the progress and activities for the Ethics Office for February 2008.

Attachments

None

Detailed Report

Activities

1. The Ethics Office has scheduled the first 2008 AB 1234 training for Directors and Officers on March 25, 2008. The focus of that training will be Form 700, the Political Reform Act, 1090 Conflicts of Interest and campaign contributions. Steve Churchwell from DLA Piper US LLP will facilitate the training.
2. Ethics Educator Jeff Cable will convene a panel on ethics at the Greater Los Angeles Vendor Fair on March 25, 2008.
3. The Ethics Officer and Ethics Educator are continuing construction of the first on-line training module regarding gifts and discounts.
4. The Ethics Officer researched policies on relationships in the workplace and created a draft policy regarding romantic and sexual relationships between supervisors and subordinates. It has been reviewed by the Legal Department and was discussed at the operating policy group meeting. The policy has been forwarded for the General Manager's review.
5. The Ethics Office staff conducted Day 1 employee orientations for 12 new hires and Day 2 orientation for 10 employees.
6. The Ethics Office Web site logged 995 visitors from February 1-29, 2008.

Logged Questions and Matters of Concern

1. **January 22, 2008 – Issue: Director Staff Concerns**
A concern was received regarding director involvement with business outreach. The Intake Committee convened February 26, 2008 to review the matter and the matter was forwarded to the Inquiry & Review Committee. The matter is currently under investigation.
Disposition: Pending
2. **February 5, 2008 – Issue: Contractor Relations**
An employee expressed concern that a subcontractor was involved in the Metropolitan invoice review of the employing primary contractor. Other concerns were raised regarding invoices. The matter was reviewed by the Intake Committee on February 25 and is under investigation.
Disposition: Pending
3. **February 5, 2008 – Issue: Misuse of MWD Resources**
An employee expressed concern that another employee had taken a District vehicle home without authorization. The supervisor was not able to verify that this had taken place.
Disposition: Closed

Board Report (Ethics Officer's February 2008 Monthly Report)

4. **February 25, 2008 – Issue: Gifts**

A manager requested guidance on an upcoming vendor kick-off event that would involve giveaways. An approval form was required for governmental employees to accept lunch and demonstration software. After a review of the form by the Legal Department, it was signed by the Ethics Officer as not in violation of our gift policies.

Disposition: Closed

5. **February 26, 2008 – Issue: Community Relations**

A concern was received from a member of the public regarding a prior tenant's non-payment of his/her water bill. The member of the public was referred to the appropriate agency.

Disposition: Closed