



Ethics Officer's 2008/09 Business Plan Summary of Activities January 2009 – June 2009 Year-End Report

Goal 1	State Mandates and Agency Expectations: Address questions and expressions of concern in a timely fashion, initiate committee reviews as needed, note patterns of activity, provide mandated training, recommend policy adjustments, and file all required reports.
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1. The Ethics Office logged 44 matters during January to May, including 29 inquiries and 15 expressions of concern. Thirty-seven of the matters were reported by employees, two from members of the public, and five matters came from anonymous callers whose status could not be identified. Ten of the matters were related to conflicts of interest or commitment and policy issues; six were related to outside employment; three each were related to employee relations; favoritism, or gifts; two related to nepotism; and one each related to customer relations, discounts, discrimination, procurement, product quality, retaliation, or theft of time.
2. Administrative Code was revised to update Section 7111, Nondiscrimination and Harassment, Section 7140, Violation of Ethics provisions, and Section 7141, Inquiry and Review Committee.
3. Operating Policy H-03 Ethics Policy was revised to reflect changes in Involvement in Community or Political Activities, numbers 13-19.
4. Revised Operating Policy, H-03 Ethics Policy was sent to all employees with request for acknowledgment (47% response rate).
5. The Ethics Office is within budget with 95% of the fiscal year's budget spent.

Goal 2	Workshops and Training Materials: Provide ethics education in a variety of venues.
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1. Collaborated with External Affairs/Media Services to update and redesign Ethics Office and Board of Directors Web sites to reflect current Ethics Office resources and practices.
2. Collaborated with External Affairs/Media Services to create first prototype of Ethics Office Intramet Web site.
3. Developed on-line ethics decision making model.
4. Produced Eye on Ethics columns for People Interactive.
5. Conducted Day 1 employee orientations for 20 new hires and Day 2 orientation for 18 employees.
6. Conducted Ethics training and presentations at seven facilities and manager meetings impacting 498 employees and managers.

Goal 3	Ethics Office Visibility: Promote ethics program visibility throughout Metropolitan.
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1. Distributed poster series, with monthly change, throughout the District.
2. Worked with Human Resources to incorporate questions relating to employee awareness of Ethics Office into the District-wide employee survey.
3. Distributed Core Values bookmark to all Directors and employees.
4. The Ethics Office Web site had an average of 957 hits per month from January – May 2009.
5. The Ethics Educator served as an invited judge at the Loyola Marymount Business Ethics competition.

Goal 4	Member Agencies: Utilize Ethics Interchange to meet member agency needs.
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1. Completed phone meetings with General Managers (or designees) from all member agencies to assess their awareness of Metropolitan ethics resources and to inquire about ethics programs or concerns.
2. Responded to individual requests for assistance.

Goal 5	Ethics Office Staff Development: Encourage staff development with the goal of optimum service for Metropolitan.
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1. The Ethics Officer attended the Association for Practical and Professional Ethics annual meeting.

Goal 6	Strategic Planning and Program Review: Assess program development and develop future plans.
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1. Applied benchmarks to 2008/09 annual review.
2. Information gathered from member agencies will serve as a baseline for member agency ethics awareness and activity.