

- Ethics Officer's July 2009 Monthly Report

## Summary

---

This report provides a general update on the progress and activities for the Ethics Office for July 2009.

## Attachments

---

None

## Detailed Report

---

### Activities

1. The Ethics Officer and Ethics Educator are continuing to create online materials.
2. The Directors' ethics manual is in revision to reflect policy changes put into effect since the 2005 initial writing.
3. The Ethics Officer and Ethics Educator attended the Metropolitan Water District Management Forum on July 16, 2009 at the Pomona Fairplex.
4. The Ethics Educator visited Lake Mathews on July 28, 2009 and Jensen on July 29, 2009.
5. The Ethics Educator and Senior Administrative Analyst represented the Ethics Office at the Southern California Business Ethics Roundtable on July 30, 2009 at Los Angeles World Airports.
6. The Ethics Office staff conducted Day 2 orientation for two employees.
7. The Ethics Office Web site logged 1007 visitors from July 1-31, 2009.

### Logged Questions and Matters of Concern

1. **June 23, 2009 – Issue: Favoritism**  
An anonymous concern was received through the hotline regarding alleged favoritism in the recruitment of summer positions. The matter was investigated and it was found that a fair hiring process was followed. All applicants who met the minimum qualifications for the classification and who met the criteria for the program were invited to participate in oral interviews. Based on the interviews and scores, ten candidates were selected. No favoritism was found. However, it is expected that the job announcement will be provided earlier next year. (386)  
Disposition: Closed
2. **June 25, 2009 – Issue: Gifts**  
A query was received from an employee regarding accepting travel costs to attend training at a vendor's facility. Further information was received and it was found that the vendor-paid training as it applies in this situation is prohibited. (387)  
Disposition: Closed
3. **June 26, 2009 – Issue: Misuse of Property**  
An anonymous concern was received through the hotline regarding an employee who was allegedly driving a company vehicle while under the influence of alcohol. The matter was referred to the Legal Department as it was found that the Legal Department is currently handling this matter and the Ethics Office does not double handle complaints. (388)  
Disposition: Closed

## Board Report (Ethics Officer's July 2009 Monthly Report)

4. **June 28, 2009 – Issue: Misuse of Position**  
A concern was received from an employee regarding the alleged misuse of position by a manager. The matter was referred to Human Resources. (389)  
Disposition: Closed
5. **July 1, 2009 – Issue: Conflict of Interest**  
A query was received from an employee regarding whether a conflict of interest exists if a vendor has in their employment former Metropolitan employees. One of the employees is currently working as a Metropolitan annuitant. The other employees were employed by Metropolitan four or five years ago and currently do not work for Metropolitan. The Metropolitan annuitant is prohibited from providing services through the vendor as part of the RFP. The vendor and annuitant will be informed of the restrictions. (390)  
Disposition: Closed
6. **July 2, 2009 – Issue: Gifts**  
A query was received from an employee regarding whether Metropolitan could purchase thank you gifts for guest speakers and/or panelists who participated at a Metropolitan function. The value of the gifts will be approximately \$20 to \$25. The gifts are allowable. (391)  
Disposition: Closed
7. **July 17, 2009 – Issue: Gifts**  
A query was received from an employee regarding whether he/she can accept sports event tickets from a friend who works at a member agency. Further information has been requested. (392)  
Disposition: Pending
8. **July 20, 2009 – Issue: Policy Issues**  
A query was received from an employee regarding whether a Metropolitan employee may seek government rates for lodging while on personal business. Employees can ask and accept government rates if the employee clearly identifies that they are not on government business and it is allowable by the hotel. (393)  
Disposition: Closed
9. **July 22, 2009 – Issue: Policy Issues**  
A query was received from an employee regarding where he/she could find a list of discounts offered to Metropolitan employees. The list is currently being developed and will be made available to all employees. (394)  
Disposition: Closed
10. **July 28, 2009 – Issue: Conflict of Interest**  
A query was received from an employee regarding whether a conflict of interest exists if the employee receives an elected board position for a subagency. There is no conflict of interest; however, the employee should not be in a position in which the employee approves contracts between Metropolitan and the subagency or is in a position to make decisions that affect both. (395)  
Disposition: Closed
11. **July 29, 2009 – Issue: Conflict of Interest**  
A query was received from an employee regarding whether a conflict of interest exists if Metropolitan hired a consultant who assisted in the preparation of a plan for Metropolitan. There is no conflict of interest; however, early disclosure of the consultant's previous involvement is preferred and the consultant's agreement should contain recitals that clearly state the prior work. (396)  
Disposition: Closed
12. **July 30, 2009 – Issue: Conflict of Interest**  
A query was received from an employee regarding whether a conflict of interest exists if an employee overseeing a project owns stock with an outside vendor under his/her Metropolitan-sponsored 401k plan. There is no conflict of interest. (397)  
Disposition: Closed