

● **Ethics Officer's December 2009 Monthly Report**

Summary

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

Attachments

None

Detailed Report

Activities

1. The Second Edition of the Directors' ethics manual has been vetted, printed, and will be distributed to the Board of Directors in January 2010.
2. A presentation on the Brown Act and the first AB 1234 training will be provided to Directors and officers at the end of the Board meeting on January 12. Member agency representatives will be invited to attend.
3. The member agency Afternoon of Ethics scheduled for Wednesday, December 9, 2009 was postponed to a date in 2010 due to calendar conflicts of many member agencies.
4. The Ethics Office staff conducted Day 2 orientation for 3 employees.
5. The Ethics Office Web site logged 817 visitors from December 1-31, 2009.

Logged Questions and Matters of Concern

1. **September 15, 2009 – Issue: Policy Issues**

A query was received from an employee regarding whether it is permissible for vendors to send advertisements to employees through Metropolitan's email system. The Ethics Office is working with management to articulate a company policy. (411)

Disposition: Closed

2. **December 2, 2009 – Issue: Policy Issues**

A query was received from an employee regarding the publication of an article that uses Metropolitan material that is in the public domain. The employee was advised to acknowledge the source of the data and was given guidelines to follow. (435)

Disposition: Closed

3. **December 15, 2009 – Issue: Gifts**

A query was received from an employee regarding a gift basket he/she received from a contractor valued at under \$50.00. As this was a holiday token and not "action related to the conduct of Metropolitan's business," such gifts are allowed if they are shared among employees and thus a gift to the agency rather than to an individual. (436)

Disposition: Closed

4. **December 16, 2009 – Issue: Misuse of MWD Resources**

An anonymous concern was received from an employee regarding the alleged misuse of Metropolitan's Outlook system. An Intake Committee meeting has been set to review the matter in January 2010. (437)

Disposition: Pending

Board Report (Ethics Officer's December 2009 Monthly Report)

5. **December 16, 2009 – Issue: Outside Employment**

A query was received from an employee regarding whether the employee may provide consulting services at a workshop provided by Metropolitan's member agencies. As the employee was requested to provide a service that Metropolitan does not provide to any outside entity and the employee will be on leave from Metropolitan when the workshop is held, the employee's request was approved. The employee was also referred to Operating Policy H-03, Ethics Policy. (438)

Disposition: Closed

6. **December 17, 2009 – Issue: Conflict of Interest/Commitment**

A query was received from an employee regarding the writing of a paper for academic purposes. As only public documents and public information will be used, no conflict of interest was found. (439)

Disposition: Closed

7. **December 21, 2009 – Issue: Conflict of Interest/Commitment**

A query was received from an employee regarding whether a vendor could be utilized to perform Metropolitan work if the vendor performed personal work for the employee 7 years ago. The vendor may perform work for Metropolitan. The Agreement Administrator will be someone other than the employee who had personal contact with the vendor. (440)

Disposition: Closed