



- Ethics Officer's January 2010 Monthly Report

## Summary

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This report provides a general update on the progress and activities for the Ethics Office for January 2010.

## Attachments

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None

## Detailed Report

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### Activities

1. The Second Edition of the Directors' ethics manual was distributed to the Board of Directors at the January Board meeting.
2. The Brown Act and the first AB 1234 training was provided to Directors and officers at the end of the Board meeting on January 12, 2010 by Attorney Julie Hayward Biggs. Member agency representatives were invited to attend. The training was attended by 26 Directors, 23 Officers, and 2 member agency representatives.
3. The Ethics Educator gave a presentation on ethical issues for a Water System Operations Group training program for new managers on January 26, 2010 at Metropolitan's Headquarters located at Union Station.
4. The Ethics Office staff conducted Day 1 orientation for 1 employee.
5. The Ethics Office Web site logged 920 visitors from January 1-31, 2010.

### Logged Questions and Matters of Concern

1. **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. The matter was discussed at Intake Committee on January 12, 2010. Initial investigation failed to reveal facts necessary for more detailed follow up. (437)  
Disposition: Closed
2. **January 18, 2010 – Issue: Theft of Time**  
A concern was received from an employee through the Hotline regarding the alleged theft of time by an employee. The matter is being investigated. (441)  
Disposition: Pending
3. **January 19, 2010 – Issue: Outside Employment**  
A query was received from an employee regarding whether it is permissible to provide training as a private consultant. The course is on a subject that is no longer taught by Metropolitan. The outside employment does not violate MWD Ethics Policy. (442)  
Disposition: Closed
4. **January 21, 2010 – Issue: Policy Issue**  
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. (443)  
Disposition: Closed
5. **January 28, 2010 – Issue: Policy Issues**  
A query was received from an employee regarding the use of Metropolitan's e-mail system for matters relating to the credit union. The e-mail use was found to be within Metropolitan's policy. (444)  
Disposition: Closed