



Ethics Department

**Ethics Officer's 2009/10 Business Plan
Summary of Activities July 2009 - December 2009
Semiannual 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, meet mandates, recommend policy adjustments, and file all required reports.
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1. The Ethics Office logged 51 matters during this period, including 27 inquiries and 24 expressions of concern. Thirty-three of the matters were reported by employees, twelve from members of the public, six matters came from anonymous callers whose status could not be identified and none came from Metropolitan Directors. Eleven of the matters were policy issues, ten claims alleged misuse of funds, eight related to conflicts of interest or commitment, six related to outside employment and five related to gifts. Three related to employee relations, two to favoritism and one claim each related to discounts, nepotism, theft of time, customer relations, misuse of MWD resources, and accounting/audit irregularities.
2. Amended Administrative Code to reflect changes in Ethics office complaint review procedures.
3. Collaborated with the General Manager, General Counsel, and General Auditor to meet reporting mandates including SB 60, MWD Annual Report, and Organizational Membership report.
4. Provided advice and support to the Board at committee and general board meetings, and privately as requested; provided advice to Officers and employees as requested.
5. The Ethics Office is within budget with 50% 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. Revised Board of Directors ethics manual, and created a revision plan and process that allows for expedited and inexpensive in-house revisions.
2. Prepared material for January 2010 AB 1234 and Brown Act training.
3. Posted an online ethical decision tree on the Board of Directors Web site and one for employees on the Intranet.
4. Visited seven facilities to conduct seminars and workshops and participated in eight Reasonable Suspicion training sessions impacting more than 250 managers and employees.
5. Conducted Ethics presentations at the Corporate Resource Group Leadership Forum at La Verne, impacting approximately 70 managers.

6. Provided training to Environmental Planning staff regarding ethical issues of contract administration for approximately 10 employees.
7. Developed Intranet web page regarding accepted employee vendor discounts in compliance with Metropolitan Operating Policy C-23, Employee Discounts From Vendors.
8. Conducted Day 1 employee orientations for 7 new hires and Day 2 orientation for 9 employees.

Goal 3	Ethics Office Visibility: Promote ethics program visibility throughout Metropolitan.
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1. Completed distribution of poster series #6 throughout Metropolitan facilities and distribution of poster series #7 will begin in January 2010.
2. Updated Ethics Office Web site as needed; had an average of 1,007 hits per month from July – December 2009.

Goal 4	Member Agencies: Be a resource for member agencies.
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1. Completed phone meetings with each member agency to develop review of agency ethics programs.
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. Participated in in-house training for professional development activities.
2. Ethics Office staff attended meetings of the Southern California Business Ethics Roundtable.

Goal 6	Strategic Planning and Program Review: Assess program development and develop future plans.
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1. Reviewed production costs for training and visibility materials and created plan to reduce costs.