



**Ethics Department**

**Ethics Officer's 2009/10 Business Plan  
Summary of Activities January 2010 – June 2010  
Year-End Report**

<b>Goal 1</b>	<b>State Mandates and Agency Expectations:</b> 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 34 matters during this period, including 25 inquiries and 9 expressions of concern from January 1 through May 31, 2010. Twenty-seven matters were reported by employees, one from a member of the public and six came from anonymous callers whose status could not be identified. Nine matters were policy issues, five related to gifts, four claims of conflict of interest, three of theft of time, two each relating to employee relations, customer relations, and outside employment. One claim each relating to favoritism, director staff concern, Director conflict of interest/commitment, nepotism, misuse of MWD resources, release of proprietary or confidential information, and retaliation.
2. Operating Policy H-03 Ethics Policy was sent to all employees with request for acknowledgment (52% response rate).
3. Reviewed policy issues regarding vendor access to employees and approved charities list and made recommendations for policy revisions to the General Manager's office, that were accepted in both cases.
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 92% of the fiscal year's budget spent.

<b>Goal 2</b>	<b>Workshops and Training Materials:</b> Provide ethics education in a variety of venues.
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1. Distributed the revised Board of Directors ethics manual to the Board of Directors. A revision plan was created that allows for future expedited and inexpensive in-house revisions.
2. The Metropolitan Employee Ethics Manual was vetted for policy changes and will be revised next fiscal year.
3. The Ethics Manual for contractors was vetted for policy changes and does not require revision at this time.
4. Presented a workshop on Brown Act and the first of two AB 1234 training sessions in January 2010. Twenty-six directors, 23 officers, and 2 member agency representatives attended. Scheduled second and last session for July Board of Director meeting.
5. Created a Sexual Harassment Prevention online training for Directors, that included substantially rewriting the manager's training we currently use.

6. Conducted ethics presentations for Metropolitan's New Manager Orientation Program and for the inspection trip leaders of District-sponsored inspection trips. A presentation on the overview of the Ethics Office was given at WSO's Unit Staff meeting.
7. Visited four facilities to provide informal counseling and group presentations as part of the scheduled annual visits.
8. Created a new Intramet online training module designed to facilitate decisions regarding appropriate use of Metropolitan equipment and resources.
9. Conducted Day 1 employee orientations for thirteen new hires and Day 2 orientation for ten employees.

<b>Goal 3</b>	<b>Ethics Office Visibility:</b> Promote ethics program visibility throughout Metropolitan.
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1. Four of six posters for poster series #7 have been created and produced and have been distributed throughout Metropolitan facilities.
2. Updated Ethics Office Web site as needed, with the website averaging 1,002 hits per month from January – May 2010.

<b>Goal 4</b>	<b>Member Agencies:</b> Be a resource for member agencies.
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1. Invited member agency representatives to the Brown Act training and the AB 1234 training session in January 2010. Two member agency representatives attended.
2. Responded to individual requests for assistance.

<b>Goal 5</b>	<b>Ethics Office Staff Development:</b> 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. Edith Yamasaki completed a seven week online Ethics School through the Ethics and Compliance Officer Association.
3. Ethics Office staff attended meetings of the Southern California Business Ethics Roundtable.

<b>Goal 6</b>	<b>Strategic Planning and Program Review:</b> Assess program development and develop future plans.
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1. Reviewed ethics program and will track the type and location of concerns and queries in the future in order to provide education in needed areas.