Good Ethics is Good Business

Ethics Office Overview and Biennial Budget Presentations
(Fiscal Years 2011/12 and 2012/13)

Audit and Ethics Committee
February 22, 2011

Ethics Resource Center's
2007 National Government Ethics Survey®
An Inside View of Public Sector Ethics

- Six out of ten government employees observed at least one form of misconduct in the past year.

- One in four government employees said they work in an environment conducive to misconduct.

Ethics Resource Center Report on Government - Good News

When a well-implemented ethics and compliance program and a strong ethical culture are in place, observations of misconduct are cut in half, and reporting rises by 40%.

SB 60 (1999) Required:

- Establishment of an Ethics Office with professional staff

- Ethics Office independence/reporting

- Ethics education for Directors and staff

- Creation of ethics rules, regulations, and policies

- Procedure for enforcement and schedule of penalties

- Procedure protecting confidentiality and protection of whistleblowers

Components of a Comprehensive Ethics and Compliance Program

Code of Conduct

- Administrative Code
- Ethics Manuals
- Operating Policies

Hotline

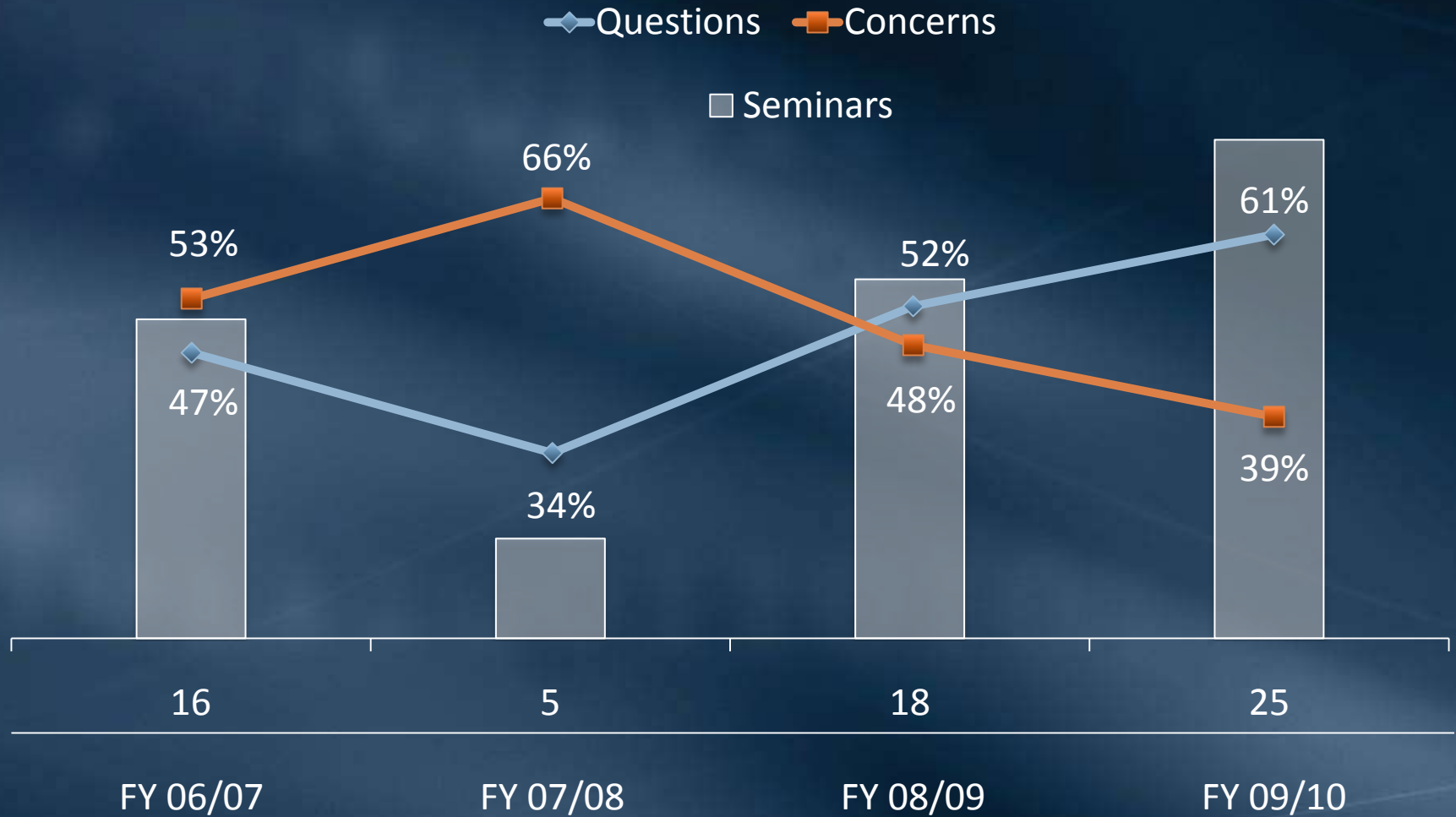- Est. in 2003 - Guarantees Whistleblower Anonymity

Discipline for Violators

- Administrative Code Sec. 7140, Violations of Ethics Provisions

Evaluation and Advice

- Next Slide

Correlation of Seminars with Evaluation and Advice

Core Priorities

Enforcement
- State Ethics Laws
- Administrative Code
- Employee Ethics Policy

Education
- Seminars and Workshops
- Informal Advice
- Online Initiatives

Enhancement
- Policy Review and Revision
- Visibility and Accessibility

Ethics Office Personnel

Ethics Officer

- Multi-platform training program for Board of Directors
- Policy review and revisions
- Investigation of matters
- Review of contractual conflicts of interest
- Finalize reports and educational materials
- Board, officer, and employee consultation
- Manage office

Ethics Office Personnel

Ethics Educator

- Education Program
  - Conduct seminars, orientation and manager training
  - Develop online training modules
  - Maintain ethics websites: Board, Intramet, informational
  - Write educational materials
- Point of Contact
  - Day-to-day point of contact for employees/managers
  - Maintain collaborative relationships with local and national peer agencies
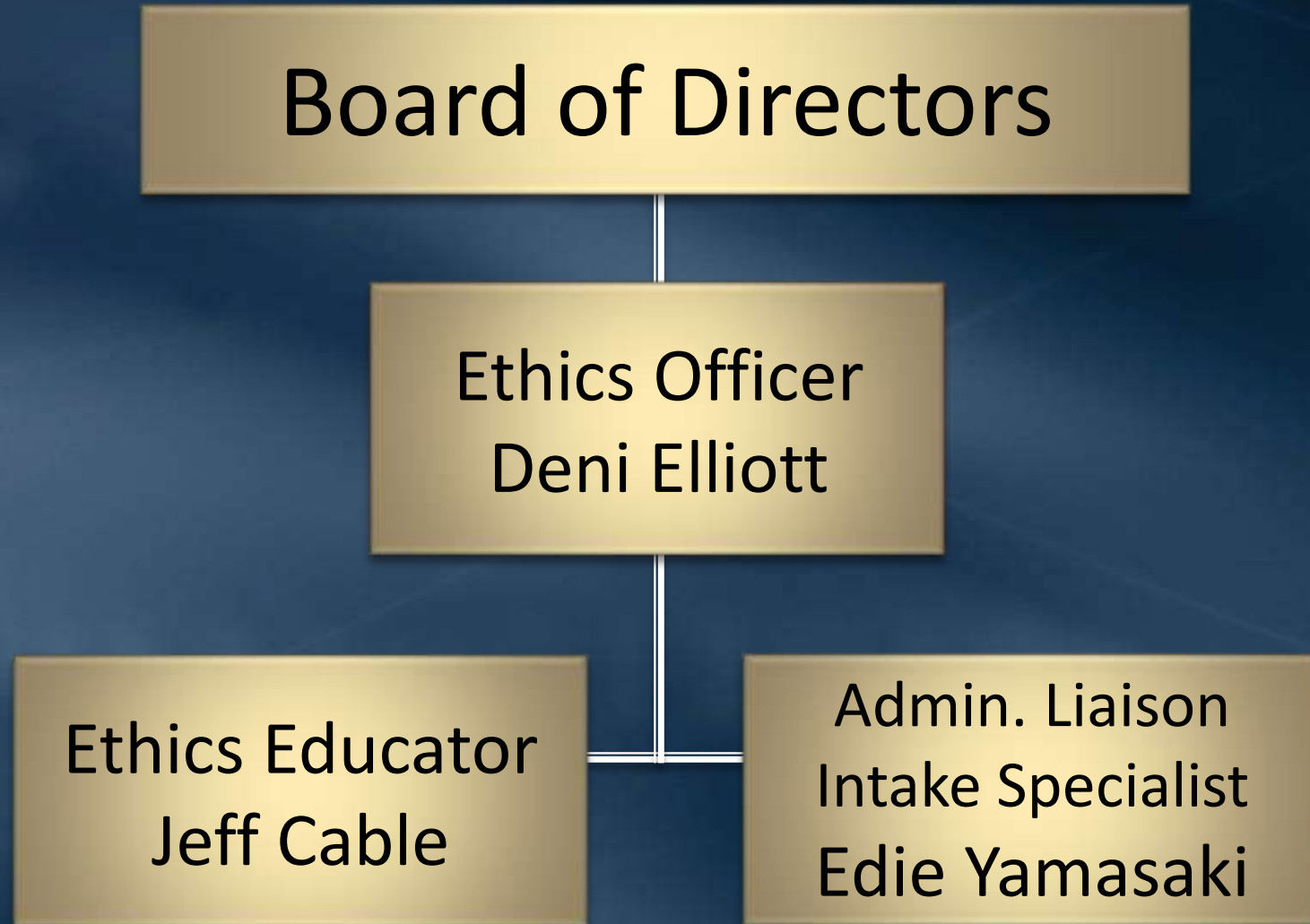
Ethics Office Personnel

Admin. Liaison / Intake Specialist

- Records Management
  - Refine and maintain secure logging and tracking system
  - Conduct data collection for investigations
  - Draft required reports and maintain mandated records
- Administrative Oversight
  - Draft budget, track and coordinate expenses, purchases and payments
- Contract Management
  - Draft and manage contracts and amendments
  - Ensure compliance with contractual requirements

Biennial Budget
F/Y 2011/12 and 2012/13
Ethics Office

Ethics Office Organization

Board of Directors

Ethics Officer
Deni Elliott

Ethics Educator
Jeff Cable

Admin. Liaison
Intake Specialist
Edie Yamasaki

Actions to Manage Costs

Reduced Labor and Line Items

- Labor

- Communication

- Travel, training, equipment, reference books, graphics/reprographics

- Professional services

O&M Budget Trend

Expense Type	2009/10 Actual	2010/11 Budget	2010/11 Projected	2011/12 Budget	2012/13 Proposed
Labor	591,991	571,428	630,819	636,474	645,254
Amended				533,174	540,054
Education / Enhance…	7,247	15,650	14,965	14,000	14,000
Amended					12,000
Enforcement / Prof. Ser	12,165	30,000	20,000	20,000	20,000
Amended					15,000
Administration	5,000	7,100	7,550	6,600	6,600
Total	616,403	624,178	673,334	677,074	685,854
Amended Request				573,774	573,654

SUMMARY

2011/12 and 2012/13 budget

Reduced by more than $100,000 ⬇(15%)

Amended biennial budget request:

Fiscal Year 2011/12 - 573,774

Fiscal Year 2012/13 - 573,654