## **Ethics Office**

2012 - 2013 Business Plan

Audit & Ethics Committee May 22, 2012

### Since 1999

#### No Sunset on Ethics

## SB 60 Continuing Mandate



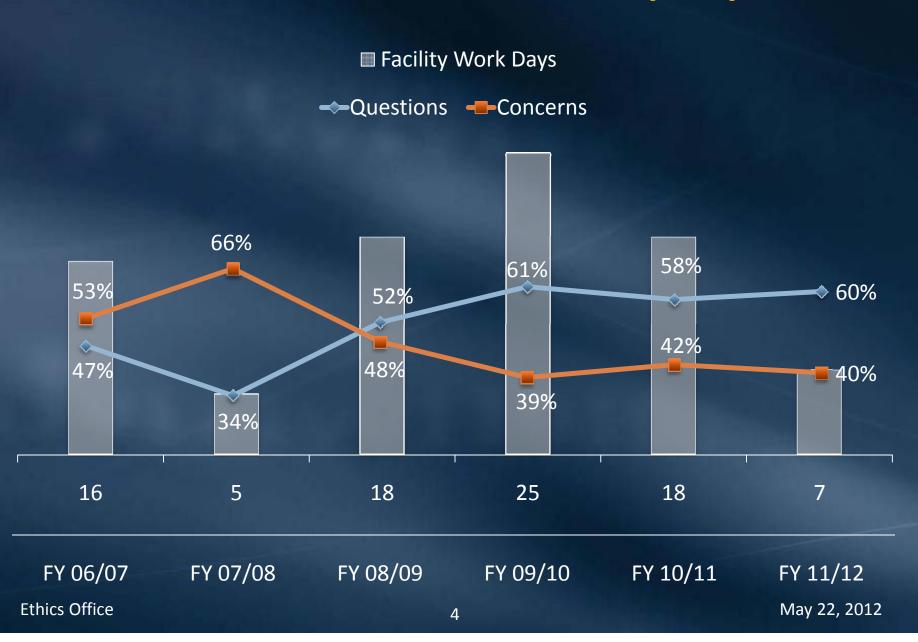
## SB 60 Mandates

#### **Ethics Office**

## Compliance v Ethics

- 1. Independent/professionally staffed Ethics Office
- 2. Ethics rules and regulations
- 3. Educational programs
- 4. Investigations of complaints
- 5. Confidentiality & protection of whistleblowers
- 6. Reporting
- 7. Schedule of penalties for violations of the rules

# **Direct Contact With Employees**



Traditional
Compliance
Based Program

Allegation



Investigation



Discipline

## Metropolitan Water District



Concern



Mgmt. Discipline

Notify Mgmt.



Discovery Include Mgmt.



## SB 60 Mandates

#### **Ethics Office**

## Compliance v Ethics

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#### **Evolution of Ethics Office**

**Ethics Office** 

Streamline and Stabilize Create Infrastructure **Cost-Effective Office** 2003-05 2006-08 2009-12 Create and Refine Procedures, Materials, and Programs

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May 22, 2012

### **Ethics Office**

### **Fiscal Evaluation**

Streamline and Stabilize Cost-Effective Office

2009-12

## Organization

### **Ethics Office**

**Ethics Educator Ethics Officer** Intake Specialist **Administrative Assistant Ethics Educator Ethics Officer** 

**Intake Specialist** 

#### **Ethics Office**

Streamline and Stabilize Create Infrastructure **Cost-Effective Office** 2003-05 2006-08 2012-2009-12 Goals Create and Refine Procedures, Materials, and Programs

#### Six Goals

#### **Ethics Office**

1. State Mandates and Agency Expectations

Establish and maintain standards for Ethics
Office Best Practices

- 2. Workshops and Training Materials
- 3. Ethics Office Visibility

Review and assess new methods of communication with employees

### Six Goals

#### **Ethics Office**

4. Provide Requested Resources for Member Agencies

Determine alignment of organizational needs and interests of our member agencies

5. Ethics Office Staff Development

Design and implement employee cross training program

### Six Goals

#### **Ethics Office**

### 6. Program Review

Commission external assessment/review of Ethics Office and programs

Evaluate current and future staffing needs

Use developed performance measures to provide annual program review of Ethics Office