





no negative findings. Management has addressed all concerns noted in the audit reports.

- b. Ethics Officer's report of monthly activities for Fourth Quarter 2016 and First Quarter 2017 activities.

Presented by: Ethics Officer Deena Ghaly

In the course of her presentation, Ethics Officer Ghaly noted she had received requests for additional information about investigation matters handled by the Ethics Office. She gave an overview of the basic steps of the investigation process as set forth in the Investigation Guidelines and shared examples from recent cases.

Chair Dear asked about the role of General Counsel in the process. Ethics Officer Ghaly noted that under the Investigation Guidelines, the General Counsel reviews and provides comments on an initial draft of an investigation report before it is provided to the Subject. The General Counsel also can provide comments on the final investigation report.

Chair Dear asked a question about the length of time it takes to complete investigations. Ms. Ghaly noted that it depends upon the depth and complexity of any particular matter.

Director Kurtz requested clarifications about the different stages of the investigation process. Ms. Ghaly explained the differences between intake, preliminary review, and full investigation.

Director Hogan asked about the function of closing memos, the role of the General Counsel, and asked whether the committee will be able to review an investigation report concerning abuse of authority by a senior executive. Ethics Officer Ghaly explained the function of closing memos, noted that it is her understanding the General Counsel is the Ethics Officer's counsel in the pending matter, and reported that the investigation report was under review in the General Counsel's office.

Director Hogan asked about new administrative policies being recommended by the Ethics Office. Ms. Ghaly responded that the Ethics Office had offered written proposals to the General Counsel and was in discussions with her about the proposals. Those issues ultimately would come to the committee for consideration.

Director Dick asked about a pending complaint concerning a director releasing confidential information. Ethics Officer Ghaly noted that she could not comment on the matter at this time.

Director Dake noted that he was not aware of these investigation steps and suggested it would be helpful to have the information presented separately.

Director Lewinger asked if complainants received final investigation reports. Ms. Ghaly responded generally no, and emphasized that the purpose of the investigation reports is for the district itself, not to satisfy any particular complainant.

Director Trevino asked a question about referrals to outside law enforcement agencies. Ethics Officer Ghaly responded that it was an issue that the Administrative Code addressed only with respect to directors, and that there were no written policies in effect for matters involving employees or contractors. This is one of the issues in which the Ethics Office has made proposals currently under review by the General Counsel.

Director Lewinger asked for clarifications about the purpose of the General Counsel review of preliminary reports. Ethics Officer Ghaly noted that she had received a report that it been submitted to a complainant, but was not authorized to speak about it publicly. General Counsel review is part of a system of checks and balances. The Legal Department functions as the Ethics Office's counsel in the matter.

Director Blois asked for metrics comparing quarters between different years, to show changes from year to year. Ethics Officer Ghaly noted the request.

Meeting adjourned at 1:27 p.m.

Donald Dear

Chair