



## Ethics Office Monthly Report

**MWD**

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA



### **December 2017**

#### **ADVISORY SERVICES**

Evaluated disclosure questionnaires issued to bidders and bid panelists in the RFP Conflict of Interest screening process. The questionnaires are used to help identify whether recusals or other means of conflict resolution should be considered. Currently drafting recommendations to improve clarity and reduce extensive follow-up with respondents.

Provided advice in the areas of financial disclosure, gifts from vendors, and conflicts of interest.

#### **EDUCATION**

Collaborated with the Legal Department and EEO Unit to contract with an outside vendor to provide the Board's upcoming biennial Sexual Harassment training. Training will be offered online for added convenience, in response to feedback from directors. Training will be available in the first quarter of 2018, and we will provide certificates to directors upon completion.

#### **ETHICS COMPLIANCE**

Continued review of, and improvements to, the electronic filing process for Form 700 filers.

Identified an electronic filing system glitch that was contributing to untimely filing of

"Leaving Office" Form 700s. Continued to help employees meet their state filing obligations while we work with the system vendor to resolve the issue.

Revised system-generated emails to Form 700 filers to clarify filing requirements and instructions.

#### **OUTREACH**

##### ***Ethics Open House***

Participated in Metropolitan's "12 Floors of Met" holiday staff meet-and-greet event. The Ethics Office transformed into "Mrs. Claus's Kitchen," and activities included identifying financial interests on Santa's annual Form 700.



#### **STAFF DEVELOPMENT**

##### ***Council on Governmental Ethics Laws (COGEL) Conference***

Assistant Ethics Officer Peter Von Haam



## Ethics Office



represented Metropolitan at the 39<sup>th</sup> annual COGEL conference in Toronto from December 3-6. The conference provided up-to-date information on ethics issues and network opportunities with governmental ethics officials and agencies from around the United States and Canada.

Attendees from California included the Fair Political Practices Commission, Secretary of State, and ethics commissions for Los Angeles, San Diego, and San Francisco.

Keynote speaker Walter Shaub, the former director of the U.S. Office of Government Ethics, shared his experiences and insights on conflict of interest challenges at the national level.

Other sessions attended involved:

- Measuring the success of an ethics program;
- Addressing conflicts of interest when public officials are corporate executives;
- Challenges faced by whistleblowers;
- Strategies for clear and effective public speaking; and
- Incorporating humor in ethics trainings.

Staff continues to benefit from COGEL membership through the organization's publications, educational materials, and access to policy experts throughout the nation.



## Ethics Office Dashboard Selected Metrics (July 1, 2017 – Dec 31, 2017)

### Advisory Services

< 5 hours	5-20 hours	> 20 hours
69 matters	10 matters	1 matter
295 staff hours		

### Ethics Compliance

COI Amend	Form 700 Training	Form 700 Admin
590 staff hours		

### Investigations

< 5 hours	5-20 hours	> 20 hours
8 matters	1 matter	9 matters
655 staff hours		

### Other

Policy	Special Projects	General Administrative
610 staff hours		