



Ethics Office Monthly Report

MWD

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA



February 2018

ADVISORY SERVICES

Responded to ten requests for advice in the areas of financial disclosure, gifts, conflicts of interest and travel payments.

Consulted with General Counsel on conflicts of interest laws and policies related to Metropolitan contracts. Researched exceptions to conflicts of interest policies and laws and considered whether to propose changes to ethical standards relating to contracts.

Met with General Counsel, Audit, and Human Resources staff on Metropolitan's process for hiring retired annuitants. The information was used to identify potential ethics issues uniquely applicable to annuitants and consider ways to minimize risk to the employee and Metropolitan.

Consulted with legal staff and finalized recommendations for enhancing conflict of interest forms for bidders and evaluation panelists involved in Metropolitan's competitive bidding process.

EDUCATION

Presented a general overview of Ethics rules and regulations to new hires during orientation.

ETHICS COMPLIANCE

***Reminder:** Form 700s are due April 2, 2018. The Ethics Office is available to assist with your filing questions.

Provided technical assistance to employees filing annual, assuming office, and leaving office Form 700 statements.

Began review of consultant contracts to help determine the level of discretion delegated to consultants. This information will help formalize the process for determining which Metropolitan consultants need to file Form 700s.

Received an exception from the Fair Political Practices Commission to the Form 700 Annual filing requirement for an employee who filed an Assuming Office Form 700 covering the same period.

STAFF DEVELOPMENT

Observed the Fair Political Practices Commission's sessions focusing on 1) the Commission's internal enforcement and investigation procedures and 2) updated post-employment lobbying regulations.

OPERATIONS

Participated in IT's introductory Digital Asset Optimization meeting. The goal of this project is to simplify shared drive files, reduce the amount of redundant data on the

system, and comply with records retention policies.

Initiated a review of the Ethics Office's business continuity plan.

INVESTIGATIONS

Received two anonymous whistleblower complaints. The first, alleging that a supervisor retaliated against an employee for filing a sexual harassment complaint, was outside the Ethics Office's scope of responsibility and referred to HR. The second, alleging abuse of authority by a supervisor, is currently under review.

Consulted with legal staff on options for preventing unauthorized disclosures by witnesses and enhancing confidentiality during investigations.

Ethics Office Dashboard

Selected Metrics

(Jul 1, 2017 – Feb 28, 2018)

Advisory Services

< 5 hours	5-20 hours	> 20 hours
79 matters	14 matters	3 matters
400+ staff hours		

Ethics Compliance

COI Amend	Form 700 Training	Form 700 Admin
850 staff hours		

Investigations

< 5 hours	5-20 hours	> 20 hours
11 matters	3 matters	9 matters
860 staff hours		

Other

Policy	Special Projects	General Administrative
900 staff hours		