



Ethics Office Monthly Report

MWD
METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA



April 2018

ETHICS COMPLIANCE

Staff addressed outstanding issues from the Annual Form 700 filing season which concluded April 2, 2018. Followed up with approximately 100 employees who missed the filing deadline, and hosted an Open House for live assistance. As of the date of this report, 80 of those employees had filed their Form 700. Staff will work with management to achieve 100% compliance.

Handled requests for substantive reporting advice and provided technical assistance to the remaining filers.

Implemented new one-on-one Form 700 consultations when employees become first time filers. The sessions are designed to explain Form 700 filing obligations and individual reporting requirements and trigger dialogue between employees and Ethics Office staff.

Consulted with HR in an ongoing effort to efficiently reconcile newly revised job descriptions with Metropolitan's Conflict of Interest Code.

ADVISORY SERVICES

Provided advice in the areas of conflicts of interest, recusals, and financial disclosure.

Created monthly conflicts bulletin in collaboration with the General Counsel.

EDUCATION

Presented Ethics Office overview to new employees during the Orientation process.

STAFF DEVELOPMENT

Two staff members participated in a one-day Metropolitan management training program presented by employment law and management training firm Liebert Cassidy Whitmore. The training covered various labor relations topics including public employee rights and the discipline process.

Completed an online training on workplace investigation interview techniques and best practices.

OPERATIONS

Met with representatives of Olson Hagel & Fishburn law firm via teleconference to discuss the ongoing review of Ethics Office best practices.

INVESTIGATIONS

Received one complaint related to workplace policy violations via the hotline and referred it to Human Resources.

Continued work on several ongoing investigation matters.