



## Ethics Office Monthly Report

MWD

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

August 2018

### **\*BOARD TRAINING NOTICE\***

*As a reminder, the Ethics Office and General Counsel have scheduled two Board training sessions that will take place directly following the Board meeting on the following dates. Please mark your calendar:*

- ❖ **September 11:** Brown Act Training
- ❖ **November 6:** AB 1234 Ethics Training (state-mandated every two years)

### **STAFF DEVELOPMENT**

On August 3, the Ethics Office hosted the first in a series of in-depth training sessions designed to inform on best practices in the field and increase collaboration with other Metropolitan divisions. The three-hour session focused on due process in public employee investigations and the disciplinary process.

Participants included representatives from the Audit and Ethics Committee, Human Resources, Office of General Counsel, and Office of the General Auditor. Their participation and insight greatly enhanced the program and highlighted the value of collaboration.

Outside law and training firm Liebert Cassidy Whitmore presented the training and facilitated group discussions. The Ethics Office looks forward to continuing the training series upon the conclusion of Brown Act and AB 1234 training this Fall.

### **COMPLIANCE**

As part of the state-mandated biennial review of Metropolitan's Conflict of Interest Code, staff began the process of amending the Code to include newly created and re-named positions. Staff will consult with the FPPC and HR throughout the review and amendment process.

Provided assistance to Metropolitan officials in submitting Assuming Office Statements of Economic Interests for appointments to Cal WaterFix joint powers authorities.

Held individual consultations with new filers to help promote accurate and timely reporting of Assuming Office Statements of Economic Interests (Form 700).

Continued to monitor the status of Assuming Office and Leaving Office filings on a weekly basis.

Provided technical assistance to employees and Board members filing Form 700.

### **ADVISORY SERVICES**

Provided advice in the areas of conflicts of interest, financial disclosure, outside employment, event ticket distribution policy, and the proper use of Metropolitan resources.

Created monthly conflicts bulletin for directors in collaboration with the General Counsel.

Monitored monthly FPPC Commission meeting for regulatory changes and policy discussions at the state level that could impact Metropolitan officials or ethics policies.

Also monitored FPPC Enforcement Review Task Force meeting for discussion on best practices in, and recommendations for improving, the investigation process.

## **EDUCATION**

Finalized details for the Brown Act Training taking place September 11, 2018.

Continued preparations for AB 1234 training to be held November 6, 2018.

Presented Ethics Office overview to new employees at orientation.

## **POLICY**

Began the process of revising Metropolitan's Ethics Operating Policy. This involved establishing a framework for the review, dividing it into three phases, and identifying the most significant substantive changes for amendment. Staff will continue to collaborate and consult with Legal and HR throughout the revision process.

## **INVESTIGATIONS**

Received two whistleblower complaints. The first involved allegations of a workplace dispute and was forwarded to HR. The second alleged misuse of authority by an employee and is currently under review.